1 OF 12
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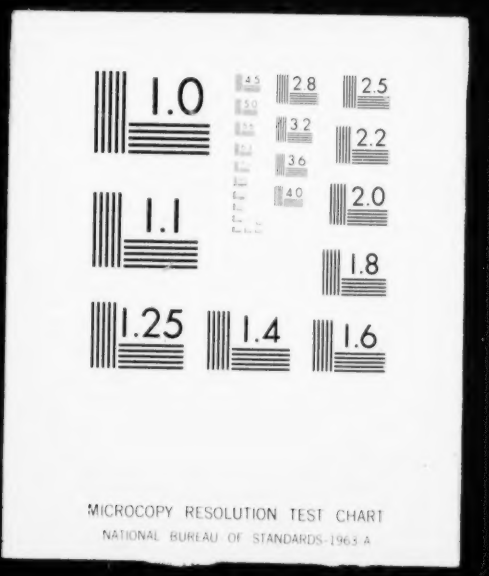

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ABSTRACT

The minimum requirement for a hospital medical library is that it provide the books, journals and other materials necessary to serve the immediate information needs of the professional staff and to support the programs undertaken by the hospital. Since it is impossible for any library to have all the materials that might be requested by the hospital staff, the library also should have the appropriate tools to be used in borrowing materials from other libraries. The library will remain just a collection of books unless a person is assigned on at least a part time basis to assist requesters and to provide library services such as reference, interlibrary loan, etc. This manual is written to aid the inexperienced person who finds herself assigned to a hospital library with the responsibility of ordering the library materials, organizing the collection, borrowing from other libraries or seeking out information. It is a varied, challenging and rewarding responsibility, for the hospital medical librarian can provide a very dynamic and useful information service to her institution's community of health professionals. (This is a revision of ED 059 733.) (Author)

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ED 073775

MANUAL FOR LIBRARIANS IN SMALL HOSPITALS

Prepared by:

Lois Ann Colaianni
California Regional Medical Programs Area IV - UCLA

Phyllis S. Mirsky, Assistant Director
Pacific Southwest Regional Medical Programs Area IV - UCLA

Biomedical Library
University of California, Los Angeles
2nd edition
1972

Revised for use in the
TALON Regional Medical Library Program
Dallas, 1972-73

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LI 004 185

ACKNOWLEDGMENTS

The Core Staff of the TALON Regional Medical Library Program wishes to acknowledge the kind permission given them by the authors to reproduce this manual. An essential ingredient in the Federal support of the Regional Medical Library Program is cooperation, not only within the region but inter-regional. There is a need to avoid duplication of effort, and the permission to use this manual is a manifestation of the cooperative spirit.

A number of changes were introduced into the manual to ensure conformity with policy and procedure of this Regional Program. If the mode of the changes introduced any error, the Texas Extension Librarians assume responsibility for these as well.

Dallas, Texas
1972-73
2nd Revision

INTRODUCTION

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Since it is impossible for any library to have all the materials that might be requested by the hospital staff, the library also should have the appropriate tools to be used in borrowing materials from other libraries.

The library will remain just a collection of books unless a person is assigned on at least a part time basis to assist requesters and to provide library services such as reference, interlibrary loan, etc.

This manual is written to aid the inexperienced person who finds herself assigned to a hospital library with the responsibility of ordering the library materials, organizing the collection, borrowing from other libraries or seeking out information. It is a varied, challenging and rewarding responsibility, for the hospital medical librarian can provide a very dynamic and useful information service to her institution's community of health professionals.

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ORGANIZATION AND ADMINISTRATION

More than just a collection of books and journals, the hospital's health science library is an integral part of the hospital community. With a dynamic librarian and carefully selected materials, the library assumes an important role in supporting the patient care, research, professional education, and health facilities planning of the medical and nursing staff, the allied health personnel, and the hospital administration.

The Medical Librarian. It is important that one person be given the responsibility and time to care for the library. This person's duties should include selecting, ordering, organizing, circulating and maintaining the collection as well as obtaining for the staff materials not in the collection, and providing bibliographic and reference services. The hospital personnel should know who is responsible for the library, how to use the library, and of whom to make requests for information or additional books or journals.

The Library Committee. A library committee established by the hospital may consist of the hospital administrator, two members of the medical staff, a member of the nursing staff and the librarian. If your hospital has interns and residents, it is a good idea to ask them to select a fellow to serve as an honorary member. The librarian may function as the secretary of the committee and prepare an agenda for each meeting's activities. In general, the library committee meets at regular intervals (monthly or every other month.) Its functions are:

A. To advise the librarian regarding the selection of books and journals for purchasing.

B. To establish and to interpret the rules of the library to its users.

C. To serve as a link between the staff, the hospital administration and the library.

D. To foster the development of the library.

The Library's Facilities. Ideally the library should be in a room centrally located for the hospital staff and large enough to house the necessary books and journals. If possible, the room should function only as a library to allow for maximum use of the materials. There should be adequate lighting, a table and confortable chairs. The librarian should have a desk, typewriter and sufficient space in which to perform her tasks. Convenient access to a photocopy machine is highly desirable.

The Budget. Hospital libraries have different sources of revenue. Most are supported by the hospital budget, medical staff dues or contributions. Some hospitals give a portion of the money collected from Medicare to the library, since the support of the library may be included as part of the

Medicare claim. Another source of funds which can be used either to establish a health science library or to expand an already existing library is a medical library resource improvement grant. Information about resource grants may be obtained from: Chief, Resources Division, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20014.

It is useful for the librarian to have a certain amount of money each year upon which she can depend. In order to have some idea of how much money is needed to manage the library, a budget should be prepared. It should cover the expected:

A. Book purchases
B. Journal subscriptions
C. Librarians' salary
D. Library equipment - telephone, typewriter, shelving, etc.
E. Library supplies - forms, mailing labels, paper, postage, etc.
F. Bindery costs (if you bind your journals)

Supplies. Use of specially developed library supplies can greatly assist the librarian in the organization and management of the library. These supplies are available from several companies and you may wish to write to one or two of them requesting a catalog to see what is available. Library supply companies and their addresses can be found in the yellow pages of the telephone book, advertisements in library journals and in ILL Illustration #4 on page 53.

A Procedure Manual. Each library differs from another not only in physical ways but also in the procedures used to do the necessary work. It is important to write down very detailed, step-by-step descriptions of the procedures that you use routinely such as ordering books, getting journals ready to be bound, instructions for disposing of old books, etc. These may be kept in a loose-leaf notebook and updated as needed. Your assistants, a new employee, or you (when memory fails) will find it a valuable tool.

Reports. A hospital medical library is a service unit in a hospital. Its effectiveness can be measured in part by how much service it provides. The hospital administration and the library committee should receive at least an annual report of what the library has done. Over the years, these may be compared and trends reported.

A. The annual report should include:

1. Circulation statistics - the number of books and journals borrowed by the library patrons.

2. Reference statistics

a. Ready reference - the number of questions answered by a search by the librarian of one or two books or journals.

b. Bibliographies - the number of bibliographies compiled. It would be well to list the subject of each bibliography.

3. Interlibrary loan statistics

   a. The number of books or journal articles requested from other libraries.

   b. The number of books or journal articles that you provided another library.

4. Acquisition statistics

   a. The number of books bought this year.

   b. The number of books discarded because of age.

   c. The number of missing books.

   d. The total number of books in the library.

   e. The number of journal titles for which new subscriptions were entered this year.

   f. The total number of journal titles received by the library. You should indicate for a, e and f how many were purchases, how many were gifts, and how many were received on exchange.

5. Budget

   a. Amount spent for personnel.

   b. Amount spent for books.

   c. Amount spent for journals.

   d. Amount spent for equipment.

   e. Amount spent for supplies.

   f. Amount spent for phone and postage.

   g. Amount spent for other expenditures.

6. Special projects or exhibits.

7. Librarian's attendance at workshops or meetings.

8. Other - Plans for the future, special visitors, and anything that will complete or comment on the library's activities for the past year.

B. A monthly report, if requested by your administrator or library committee, might include these same statistics, up to 4c. New journal titles added should be included, as well as a list of recent acquisitions.

C. A daily report may be kept in order to provide these cumulated statistics. This may be kept informally, or you might wish to use the form on p.6.

FURTHER READINGS

Standards

A. Joint Commission on the Accreditation of Hospitals. Accreditation Manual for Hospitals. Chicago, 1971. $1.50. (645 North Michigan, Chicago, Illinois 60611.) Includes a section on the hospital medical library.

B. Hospital Library Standards Committee. Standards for Library Services in Health Care Institutions. Chicago, Association of Hospital and Institution Libraries (American Library Association), 1970. 25 pages. $1.50. Covers both the health science and the patients' library.

Textbooks

C. Bloomquist, Harold, et al, eds. Library Practice in Hospitals: a basic guide. Cleveland, Press of Case-Western Reserve University, 1972. $22.50. Specifically geared toward the hospital's health science library, this new textbook covers all aspects of managing the library.

D. Medical Library Association. Handbook of Medical Library Practice. 3rd edition. Chicago, 1970. $15.00.

General Articles

E. Dralle, Dorothy and Alton W. Noyes. "Organizing a hospital library to fulfill its service potential." Hospitals, Journal of the American Hospital Association 41:63+, 1 Nov 67. The authors assert that the first step in establishing or revitalizing a health science library is to define the library's purpose; this basic decision will determine all subsequent planning. Physical facilities, organization, collection, equipment and staffing are discussed.

F. Gartland, Henry J. "Blueprint for a professional hospital library." Hospitals, Journal of the American Hospital Association 38:58-59, 16 June 64. Briefly covered are the library's physical facilities, staff, collection and services.

G. Stearns, Norman S., et al. "The hospital library." Hospitals, Journal of the American Hospital Association 44:55-59, 1 Mar 70; 88-90, 16 Mar 70. This article provides guidelines for the develop-

ment of total health science libraries in community hospitals, using the medical core collection as the basic stimulus.

H. Michael, M. Jr., "The medical library's vital role in physician's continuing education." Hospital Progress 49:92-102, Oct 68.

I. Thornton AT., "A guideline for hospital medical library reports." Hospital Progress 50:30-1, Jun 69.

Manuals

J. Cramer, Anne. Hospital library administration. Hospital Library Handbook #1. Salt Lake City, Utah, Network for Continuing Education, Intermountain Regional Medical Program, 1971. (50 North Medical Drive. 84112) $1.50

K. Cramer, Anne. Hospital library development. Hospital Library Handbook #2. Salt Lake City, Utah, Network for Continuing Education, Intermountain Regional Medical Program, 1972. (50 North Medical Drive. 84112) $1.50

L. Cramer, Anne. First aid for hospital libraries. Salt Lake City, Utah, Network for Continuing Education, Intermountain Regional Medical Program, 1971. (50 North Medical Drive, 84112.) $1.00.

M. Robinow, Beatrix H. Outline for the organization of hospital libraries. Toronto, Canadian Hospital Association , 1967. 96 pages. $4.00 A simple instructional guide for the nonprofessional librarian. Covers all aspects of library work with emphasis on cataloging. Book and periodical lists and an index are included.

The following, which can be obtained free of charge from the American Hospital Association, (840 North Lake Shore Drive, Chicago, Illinois 60611), contain references to additional articles and sources of assistance:

N. Basic list of guides and information sources for professional and patients' libraries in hospitals.

O. Health science libraries in hospitals: an annotated outline.

HOSPITAL MEDICAL LIBRARY - REPORT FOR , 19

CIRCULATION:

BOOK

JOURNAL

INTER-LIBRARY LOAN

REFERENCE:

QUICK REFERENCE

BIBLIOGRAPHIES MADE

ACQUISITIONS:

BOOKS

GIFTS

PURCHASES

JOURNAL TITLES ADDED

OTHER ACTIVITIES:

Meetings: Professional library:

Hospital related:

Library Committee meeting: (date)

Present:

Excused:

Misc.:

Book Selection

In the small, working collection of a hospital library, it is important that the books be accurate, informative and useful to the hospital staff. The library should contain basic texts covering the medical specialties and acquire new books to update the basic collection or to help the staff keep informed in the newly developed areas of medical knowledge.

A. The basic collection - Because the interests and needs of the staff at one hospital may differ from those of a hospital across town, a hospital in Southern Louisiana or one in Northern Michigan, a selection of the basic collection must be made by a medical librarian familiar with the hospital and its staff, or by the medical staff. Lists of suggested books are:

1. Brandon, AW. "Selected list of books and journals for the small medical library." Medical Library Association Bulletin 59:266-85, Apr 71. Available free of charge from Majors Scientific Books, 8911 Directors Row, Dallas, Tx. 76247.

2. Stearns, NS and W. Ratcliff. "An integrated health science core library for physicians, nurses and allied health practitioners in community hospitals." New England Journal of Medicine 283:1489-98, 31 Dec 70.

B. Acquiring new books - Each year hundreds of new medical books are published. It is important to acquire for your library those that the staff should have immediately available.

1. How to find out what is being published.

a. Publishers catalogs or announcements. Publishers will be happy to put your library on their mailing list. A list of addresses follows on p. 12.

b. Book dealers' announcements.

(1) A Select List of Medical Books in Print. An annual free list of major medical books issued by American publishers. Available through several dealers. It is copyrighted by Stacey, a division of Bro-Dart Industries, 15255 East Don Julian Road, City of Industry, California 91747. It is available from Majors Scientific Books (address above).

(2) Off the Press. A list of major medical works published in the U. S. and Great Britain. Available from Stacey, a Division of Bro-Dart. Subscription price $10.00 / year. Books for the Nurse is also available annually from the same source, free of charge.

(3) "New Book" lists made available through large book distributors, such as "New Medical Book News", from Majors. Ask your dealer if he distributes such a list.

c. Acquisitions lists from a nearby medical school, society library or the regional medical library.

d. Advertisements or book sections in journals.

e. NLM Current Catalog. A list of books and journals acquired by the National Library of Medicine and other major medical libraries in the U. S. Contains cataloging information for each book. Available on subscription from the Superintendent of Documents, in monthly, quarterly or yearly issues. Proof sheets available bi-weekly from the Medical Library Association. See p. 77 , for full ordering information.

f. Medical Books in Print 1972. $22.50. Available from R. R. Bowker Order Department, P. O. Box 1807, Ann Arbor, Michigan 48106. Author, title and subject indexes to over 30,000 medical books in print in the U. S.

g. Books in Print. $44.50. Annual two volumes listing publications from U. S. publishers. Includes over 300,000 titles. This is an expensive set and you may be able to use it at the public library. Also from Bowker.

2. How to select what to buy

a. Standard texts.

b. New or revised editions of books you already own. Check information on new or revised editions to see if the new edition differs substantially from the older editions. You may also wish to get an opinion from your medical staff.

c. Suggestions from the staff are very useful and should be encouraged. A sample form to give patrons, reminding them to suggest books is Book Selection Illustration #1 on Page 10.

d. Read reviews published in book section of the Journal of the American Medical Association or other journals to become acquainted with books that are being published that would be suitable for your library.

e. Items borrowed more than 3 or 4 times on interlibrary loan, within a reasonable period of time.

Submit the list of suggested purchases to your library committee via the chairman. For each title, if a review is available, note the essence of what the reviewer said (note where you found the review for future reference). In cases of doubt, books may be ordered on approval, or in some cases you may borrow the book on interlibrary loan so that staff members may examine the book and decide if it should be purchased. Some libraries hold book fairs where books from one or more publishers are displayed for a day or two. Individuals may make purchases and staff members can be encouraged to examine the books and suggest library purchases.

3. Gifts

a. Gifts are a wonderful way to receive additions to your library. They promote public relations with staff members and other members of your community. They are a good purchase with memorial funds. Actively solicit gifts for your library.

b. Accept gifts with a thank you letter from the library to the donor.

c. Accept gifts with no strings attached, if possible. It is better not to accept gifts that you cannot dispose of when the material becomes dated. Receive all gifts graciously, and indicate that they will be placed on exchange or given to a library that needs them if they cannot be used in your institution.

d. Problems

(1) Material may be too old when you receive it. Receive it graciously and if it is of no use, discard it.

(2) Do not evaluate a gift for tax purposes. Accept the gift with a letter listing the items giving identifying information such as the author, title and date. The donor and his tax consultant should accept the responsibility for the tax claim.

BOOKS

Name of your Hospital Library

REQUEST FOR LIBRARY PURCHASE

Author: _____

Title: _____

Edition: _____ Publication date: _____

Publisher: _____ Price _____

Reviewed in: _____

JOURNALS

Title: _____

Publisher: _____ Price: _____

Notify me when it arrives: Date:

_____Yes Name:

_____No Department Head:

Phone:

Book Selection Illustration Number I

Keep a number of these available in the library at all times. You might also send several to the department heads, as their O.K. may be handy for a strong recommendation to the library committee. In some institutions, too, departmental allocations of library funds must be closely watched.

The back of the sheet may be used for comments from the library committee.

SPRINGFIELD MEDICAL
LIBRARY

to: Dr. Smith

from: The library

The Library is considering the materials marked in the accompanying literature for acquisition to the permanent collection. We would greatly appreciate your critical comments.

Thank you.

Your Name

Book Selection Illustration Number II

This form is very handy for clipping to publisher's blurbs, book review notices from journals, etc. Send it to the department head responsible for the particular subject field. He may o.k. it, give you a definite no, or suggest another volume instead.

LIST OF MAJOR MEDICAL PUBLISHERS

Academic Press
111 Fifth Ave., N.Y., N.Y. 10003

American Elsevier
52 Vanderbilt Ave., N.Y., N.Y. 10017

Appleton-Century-Crofts
440 Park Ave. S., N.Y., N.Y. 10016

Archon Books
995 Sherman Ave., Hamden, Conn. 06514

AVI Publishing Co.
Box 670, Westport, Conn. 06880

Behavioral Publications, Inc.
2852 Broadway, N.Y., N.Y. 10025

Berkeley Scientific Pubs.
1603 Solano Ave., Berkeley, Calif. 94707

Burgess Publishing Co.
426 S. 6 St., Minneapolis, Minn. 55415

Catholic Hospital Assn.
1438 S. Grand Blvd., St. Louis, Mo. 63104

Chilton Book Co.
401 Walnut St., Philadelphia, Pa. 19106

Christopher Publishing House
53 Billings Rd., N. Quincy, Mass. 02171

Coiner Publications, Ltd.
3066 M Street, N.W., Washington, D.C. 20007

Columbia University Press
562 W. 113 St., N.Y., N.Y. 10025

F. A. Davis Co.
1915 Arch St., Philadelphia, Pa. 19103

Marcel Dekker, Inc.
95 Madison Ave., N.Y., N.Y. 10016

Diabetes Press of America, Inc.
30 S.E. 8 St., Miami, Fl. 33100

Duke University Press
Box 6697, College Sta., Durham, N.C. 27708

Warren H. Green, Inc.
10 S. Brentwood Blvd., St. Louis, Mo. 63105

Grune & Stratton
757 Third Ave., N.Y., N.Y. 10017

Hafner Publishing Co., Inc.
866 Third Ave., N.Y., N.Y. 10022

Harper & Row
49 E. 33 St., N.Y., N.Y. 10016

Harvard University Press
79 Garden St., Cambridge, Mass. 02138

Indiana University Press
Tenth & Morton Sts., Bloomington, Ind. 47401

S. Karger A. G.
Arnold-Bocklin-Strasse 25, Basel, Switz.

Lange Medical Publications
Drawer L., Los Altos, Calif. 94022

Lea & Febiger
600 S. Washington Sq., Phila., Pa. 19106

Elizabeth Licht, Publisher
360 Fountain St., New Haven, Conn. 06515

J. B. Lippincott Co.
E. Washington Sq., Philadelphia, Pa. 19105

Little, Brown and Co.
34 Beacon St., Boston, Mass. 02106

Louisiana State University Press
Baton Rouge, La. 70803

Lydette Publishing Co.
P. O. Box 654, Cedar Falls, Iowa 50613

M.I.T. Press
28 Carleton St., Cambridge, Mass. 02142

Macmillan Co.
866 Third Ave., N.Y., N.Y. 10022

McGraw-Hill
330 W. 42 St., N.Y., N.Y. 10036

Merck & Co., Inc.
Rahway, N.J. 07065

G. Miller & Co. Med. Pub., Inc.
2293 Bedford Ave., Bklyn., N.Y. 11226

C. V. Mosby Co.
11830 Westline Industrial Dr., St. Louis, Mo. 63141

National Educational Consultants
711 St. Paul Street, Baltimore, Md. 21202

Oxford University Press
200 Madison Ave., N.Y., N.Y. 10016

Plenum Publishing Corp.
227 W. 17 St., N.Y., N.Y. 10011

Praeger Publishers, Inc.
111 Fourth Ave., N.Y., N.Y. 10003

G. P. Putnam's Sons
200 Madison Ave., N.Y., N.Y. 10016

Raven Press
Suite 8C, 15 W. 84 St., N.Y., N.Y. 10024

St. John's University Press
Grand Central & Utopia Pkwys., Jamaica, N.Y. 11432

W. B. Saunders Co.
W. Washington Sq., Philadelphia, Pa. 19105

Springer Publishing Co., Inc.
200 Park Ave. S., N.Y., N.Y. 10003

Springer-Verlag New York, Inc.
175 Fifth Ave., N.Y., N.Y. 10010

Stanford University Press
Stanford, Calif. 94305

University of California Press
2223 Fulton St., Berkeley, Calif. 94720

University of Minnesota Press
2037 University Ave. S.E., Minneapolis, Minn. 55455

University of North Carolina Press
Box 2288, Chapel Hill, N.C. 27514

University of Notre Dame Press
Notre Dame, Ind. 46556

University of Pittsburgh Press
127 N. Bellefield Ave., Pittsburgh, Pa. 15213

University of Texas Press
Box 7819, Univ. Sta., Austin, Tex. 78712

University Park Press
Box 500, State College, Pa. 16801

University Press of Virginia
Box 3608, Univ. Sta., Charlottesville, Va. 22903

Vanderbilt University Press
Nashville, Tenn. 37203

John Wiley & Sons, Inc.
605 Third Ave., N.Y., N.Y. 10016

Williams & Wilkins Co.
428 E. Preston St., Baltimore, Md. 21202

Yale University Press
149 York St., New Haven, Conn. 06511

Year Book Medical Publishers, Inc.
35 E. Wacker Dr., Chicago, Ill. 60601

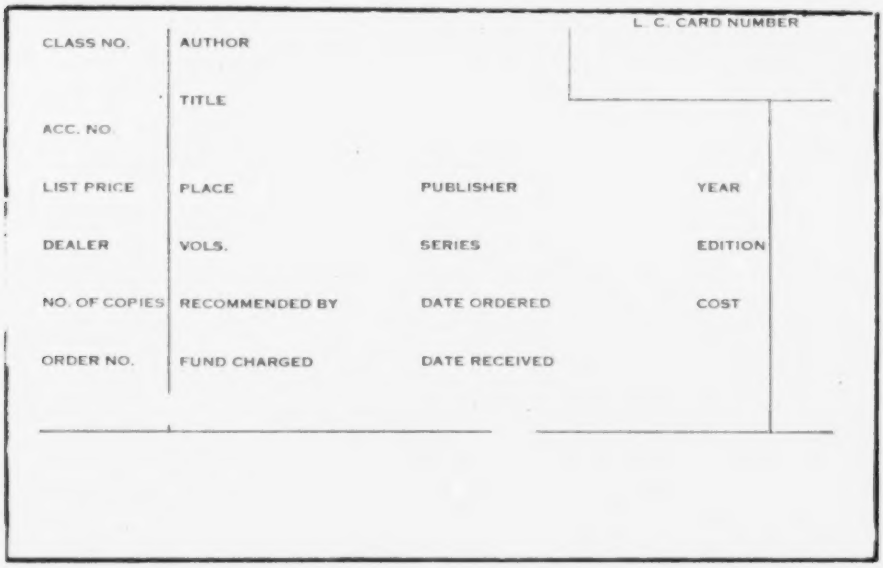
- From Medical Books in Print, STACEY, 1972

ORDERING

A. Ordering procedures for books

1. After deciding to purchase a book, check the library's card catalog and files to be certain that the book is not already in the library or on order.

2. Prepare an order card (forms with multiple copies can be purchased from library supply houses.)



Multiple copy order forms have 5 sheets per set. Large libraries use each one for a separate purpose, usually as follows:

1. White copy - sent to dealer or publisher.

2. Pink copy - sent to catalog department for precataloging or ordering of LC cards.

3. Green copy - filed in acquisitions department order file to prevent duplicate orders.

4. Yellow copy - placed in shelf list after precataloging so that space for that call number will be saved.

5. Buff copy - on card stock - filed in public catalog so that patrons will know that the book has been ordered.

Smaller libraries, especially those run by one person and without elaborate catalogs, really need only 2 copies of the order form. You do need one for your catalog so that patrons will know if a book has been ordered, and one for an order file. You might wish to have your hospital print shop duplicate these for you, or you might simply use a handwritten card with all the necessary information.

Include on your cards:

a. First author's last name and at least his first initials.

b. The exact and complete title; watch out for similar titles.

c. The edition; check carefully to see you are ordering the most recent and up-to-date edition. When you are uncertain, you may wish to write "latest edition".

d. Publisher's name, place of publication and date of publication.

e. List price; the price mentioned in reviews, dealer lists, etc.

f. Date ordered; your purchase order number.

g. Name of person who recommended purchase.

h. Funds to be used if you have several different accounts. (i.e., Memorial, Budget, etc.)

3. Make certain the order information is correct using one of the tools used for book selection. If you cannot find the book listed in print, your public library or local bookstore may be willing to help you with this over the telephone. They usually have Books in Print or similar tools to check information on books that can be ordered.

B. Order the book

1. Follow your hospital's purchase procedures using the appropriate forms, or one copy of the order card.

2. Make sure that you get a copy of the purchase order from your purchasing department if possible. If your order is in the form of a letter to a dealer or publisher, use your own library or hospital stationery and prepare a copy for your records. (See example, p.17.)

3. Where to send the order

a. You may order directly from publishers or from dealers that specialize in medical and technical books.

b. How to decide - A dealer will stock books from many publishers and should save time and effort on your part. Select a dealer that:

(1) has a large stock so he will be able to fill your requests rapidly.

(2) has accurate and simple procedures.

(3) gives good service.

(4) is convenient for you to use. If he is close, you may call for rush orders or can make inquiries into orders that are taking a long time to fill.

(5) gives the standard library discount.

c. For dealers in your area, please consult the yellow pages of the telephone directory in the nearest large city.

Dealers: _____

_____

_____

_____

C. When the book arrives

1. compare the book received with the order slip to see if you have received the right item. Check all the information you included on the order card. Check over the book itself to make sure pages are in the right order, are all included, etc.

2. fill in the date received on the order slip and the actual price.

3. send the invoice that accompanied the book to the appropriate department for payment.

D. Suggestions

1. Order at regular intervals throughout the year. Every month or two will keep you from having a large backlog at any one time.

2. Use as few dealers as possible, preferably only one or two.

3. Periodically check the order file to see that all the books have been received. Dealers should notify you within 30 days of your order about the status of each item. If you don't hear from them - call to make sure your order was received.

4. Keep your records current and correct.

E. Ordering from the Government Printing Office - Many very valuable publications are available from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Publications issued by federal agencies such as the National Library of Medicine, the Federal Drug Administration, etc., are available through the GPO. When ordering from the GPO:

1. each order should request only <u>one</u> item, although payment may be in one sum.

2. several items may be sent in the same envelope.

3. In addition to the complete title, always give the GPO catalog number and/or stock number. These are found in the Monthly Catalog available in most large public or medical libraries.

4. There are two ways to handle payment:

   a. You may open a depository account by sending in $25.00 or more and drawing on that for purchase. Write to the GPO for information.

   b. You may prepay your order - in other words, send a check with the order. No stamps.

   c. They will not bill you or send orders collect. You must handle payment in one of the above mentioned ways.

F. Libraries in the TALON Region may wish to expedite their orders by using the USGPO Bookstore which is located in Dallas (Address below.) They have a large stock of items, or will send to Washington for you. They can also provide a price list of material available in the health sciences, and can enter your library on the mailing list for "Selected Publications." This is a biweekly publication which lists various publications from many agencies of the government - and occasionally includes materials in medicine and library science. This is a free publication, so be sure to take advantage of it. It includes all information necessary for ordering.

U. S. Government Printing Office Bookstore
Superintendent of Documents
1100 Commerce
Dallas 75202

Phone: 214-749-1542

G. The National Library of Medicine has recently devised a claim form for their publications which are ordered through the U. S. Government Printing Office. A copy is presented on p. 18.

January 1, 1973
Medical Library
Get-Well Quick Hospital
14 Mercy Drive
Healthy, Texas 70000

Major Publisher & Dealer
111 Medical Blvd.
New York, New York

Dear Sirs:

Please send one copy of each of the following books to us at the above address, attention: Mrs. Mary Smith.

1) Chayet, N. Legal Implications of emergency care. New York, Appleton-Century-Crofts, 1968. $6.96.

2) Martin, E. W. Techniques of medication. Philadelphia, Lippincott, 1969. $18.00

Sincerely,

Mary Smith
Librarian

You may include a sentence stating:

"Our hospital purchase number is: A1000," or, "Our hospital purchase order is enclosed." if appropriate.

CLAIM FORM*

National Library of Medicine Publications Ordered from the U. S. Government Printing Office

Instructions for completion of form:

1. Do NOT send claim until 6 to 8 weeks (12 to 16 for foreign orders) from the time the original order and payment were sent to the Superintendent of Documents.
2. If order was placed by a book dealer, he should submit the claim.
3. Use this form only for National Library of Medicine publications.
4. Only claim items on this form which were ordered at the same time.
5. Supply information requested below, and attach, if possible, (a) copy of original order, (b) any subsequent correspondence, (c) copy of cancelled check or other verification of payment.
6. Mail to: Office of Public Information
   ATTN: Publications
   National Library of Medicine
   8600 Rockville Pike
   Bethesda, MD. 20014

Names of publications being claimed (specify exact dates of issues):

Method & amount of payment

☐ Check $_____ Date collected by GPO: _____

☐ Money Order $_____ Date _____ ☐ Deposit Account No. _____

☐ Purchase Order No. (Government Agencies only) _____ Date _____

☐ Other (specify): _____

Date order placed with GPO:	Shipping address shown on order:
Name, title, & phone number (if U.S.) of individual to be contacted concerning this claim:	Name & address of organization placing order (if different from shipping address):

REMARKS:

_____ (signature) _____ (date)

* May be photocopied freely.

CATALOGING AND CATALOG CARDS

A library card catalog is an index on 3 x 5 cards to the library's collection. Cataloging is transferring descriptive information taken from a book onto a card so that the user can tell if this is the book he wants and where in the library it may be found.

A. Each catalog card contains the following information:

1. Author's full name if the book was written by an individual.

   a. If the book was written by more than one person, use the first author mentioned.

   b. An editor is considered an author.

2. Complete title and subtitle.

3. Author statement, if there is more than one author.

   a. The names of the first two authors will be contained on the catalog card.

   b. Additional authors will be represented by the statement "and others."

4. Edition (if other than the first.)

5. Imprint: Place of publication, publisher, date of publication.

6. Pagination, number of volumes, note if volume is part of a series, etc.

7. Tracings

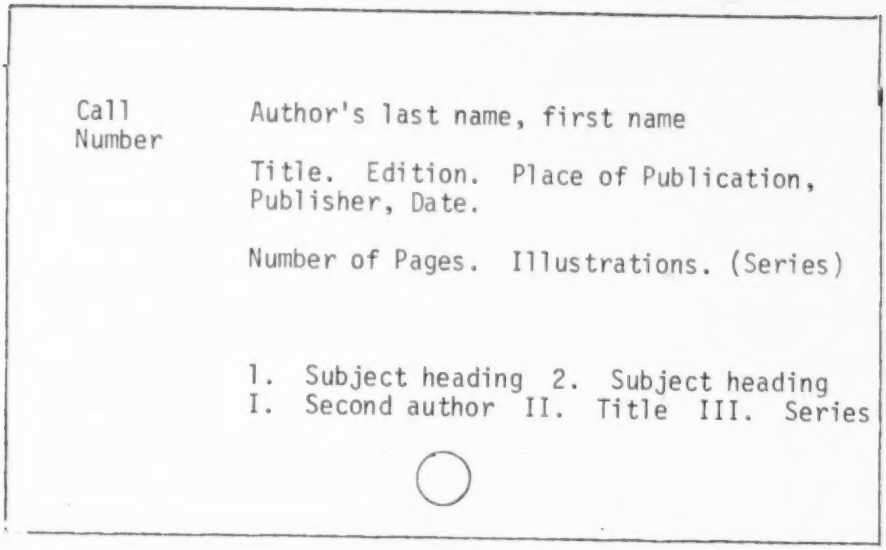
   a. Subject headings

   b. Second author's name (if there is one.)

   c. Title

8. Call number (classification symbol and Cutter number) if the volume is classified. This may be replaced by any designation of location that is used to locate the book.

B. The basic catalog card is prepared by typing this information onto a 3 x 5 card using the following format:


Call Number
Author's last name, first name
Title. Edition. Place of Publication, Publisher, Date.
Number of Pages. Illustrations. (Series)
1. Subject heading 2. Subject heading
I. Second author II. Title III. Series

C. A set of catalog cards (see Cataloging Illustration #1, page 24) includes the following:

1. Author or main entry card. This is the basic card. For each book, the set of catalog cards uses this basic card with the specific identifying information typed on the line above the author's name.

2. Title card - the basic card with the book's title typed on the line above the author's name.

3. Additional author cards - for the second author's name. A basic card is made with the second author's name typed on the line above the first author's name (last name first.)

4. Subject card - for each subject heading used to describe the contents of the book, a basic card is made with the appropriate subject heading typed above the author's name. Usually not more than 3 per book.

5. Shelf list card - the basic card with business information such as price, date acquired, damage, date discarded, etc., added. These cards are arranged by call number. This file is in the same order as the books on the shelves, and is usually kept in the librarian's office or staff area.

D. Availability of sets of basic catalog cards - Catalog cards are printed by the Library of Congress. These may also be obtained from some book distributors and commercial firms. If you wish to purchase catalog cards with the description information printed on them, you may discuss it with a book jobber or write to:

Card Division
Library of Congress
Building Number 159
Navy Yard Annex
Washington, D. C. 20541

1. Upon indication that your library wishes to become a subscribing member to LC cards, Library of Congress will send you a subscribing number, a supply of card order slips and a manual describing the correct way to order cards.

2. It usually takes 3-7 weeks to receive cards after they are ordered and they cost about 35¢ a set.

3. A set consists of enough basic cards for you to make a second author card, a title card, and subject cards. If you use LC cards, you will need to add the NLM classification number and MeSH subject headings.

4. Every book cataloged by the Library of Congress receives a unique number which is used to order the set of catalog cards for a book. LC numbers, i.e., LC 76-161-606, is found most easily on the reverse side of the title page in some books, or in some dealers' catalogs.

E. NLM Catalog Cards are available commercially too. These cards are reproduced from the cataloging done by the NLM and other large medical libraries. They are available for purchase from Xerox. Each set contains 10 cards for each book, at a cost of $1.00 per set, minimum order $15.00. You may wish to write to Xerox for further information:

Mr. Robert Naughton
Xerox Reproduction Center
Catalog Card Reproduction Section
5185 Mac Arthur Boulevard, N. W.
Washington, D. C. 20016

(This information correct as of August, 1972.)

F. Sources of cataloging information.

1. The librarian in a small library should do as little cataloging as possible, freeing time to provide reference and other services. Tools are available that provide the medical librarian with cataloging information that she may have typed on cards. One of these tools is the Current Catalog from the National Library of Medicine.

NLM Current Catalog. This is available on subscription from the U. S. Government Printing Office. Order information is given on page . This monthly publication gives the cataloging and classification information for materials currently cataloged at the National Library of Medicine using their classification scheme and subject headings. A large number of books are included so you will have to find the cataloging information for each book you have by looking (in most cases) under the author's last name. The information in the Current Catalog can be marked for someone to use to type the basic catalog card. An entire set of catalog cards can be made by typing them individually, by photocopy methods or by a special mimeographing procedure.

The Current Catalog is also available in several other formats:

a. Proof Sheets. BiWeekly. Main entry only. These are the rough cataloging entries as they are entered into the computer at the NLM. Good for selection of materials and if you are precataloging your books before they arrive.

b. Quarterly Cumulations: Have author entries from proof sheets and monthly issues, plus an arrangement by subject. Technical reports and audiovisual materials also included.

c. Yearly Cumulations. Author and Subject entries.

d. 5 year cumulation. Good for verifying information for interlibrary loan as well as cataloging and selections. (See p.77, for order information.)

2. For those librarians interested in learning more about cataloging, the following manuals will be helpful:

a. Robinow BH. Organization of Hospital Libraries. Toronto, Canadian Hospital Association, 1967. $4.00

b. Medical Library Association. Handbook of Medical Library Practice. 3rd edition. Chicago, 1970. $15.00

c. Bloomquist, H., et al. Library practice in hospitals. Cleveland, Case-Western Reserve University Press, 1972. $22.50

G. Subject headings - It is best to have only one list of subject headings from which to select the subject heading or headings to be used to describe any one book. The most widely used medical list is Medical Subject Headings (for order information see Page 75.)

1. Select headings that describe the major subjects of the book.

2. Select as specific a heading as possible. Do not select "Head" for a book on "diseases of the middle ear." Use "Ear Diseases."

3. Select not more than three headings.

H. Catalog card files to keep.

1. Keep one file for users with author cards and a title card interfiled alphabetically for each book in the library.

2. Keep a second file for users with a subject card for each subject heading selected for each book in your library, arranged alphabetically by subject heading. This is important since a book can be in only one place on the shelf but the user can find it by using the subject catalog to the books.

3. No.'s 1 & 2 describe what is called a divided catalog.

4. If you prefer, you may interfile all cards, and have a dictionary catalog. This is filed strictly alphabetically, and is usually adequate for a small to medium-sized collection (under 10,000 volumes).

5. Keep a shelf list for your use and to take inventory. In this file, the cards are arranged by the call number or classification number so that the cards are in the order that the books appear on the shelves.

I. Filing rules.

1. Alphabetize word by word, alphabetizing letter by letter within each word.

   Example: Hospital Management
   Hospital Topics
   Hospitals

2. Abbreviations and numbers are alphabetized as if they were spelled in full.

3. Ignore the first word of a title if it is a, the, etc.

4. Hyphenated words are treated as separate words.

5. Mc is always filed as Mac.

CATALOGING ILLUSTRATION #1

WY
85
P3
1969

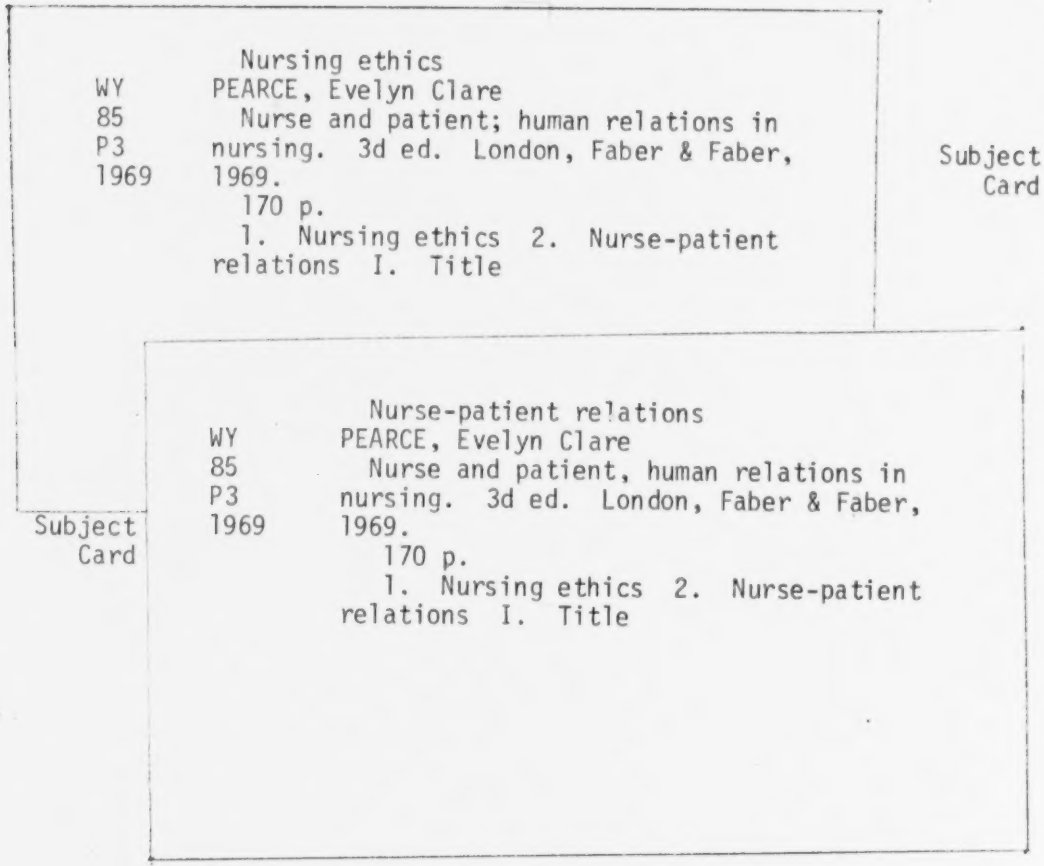
PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title

Title Card

Nurse and patient

WY
85
P3
1969

PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title


Nursing ethics
WY
PEARCE, Evelyn Clare
85
Nurse and patient; human relations in
P3
nursing. 3d ed. London, Faber & Faber,
1969
1969.
170 p.
1. Nursing ethics 2. Nurse-patient
relations I. Title
Subject
Card
Nurse-patient relations
WY
PEARCE, Evelyn Clare
85
Nurse and patient, human relations in
P3
nursing. 3d ed. London, Faber & Faber,
1969
1969.
170 p.
1. Nursing ethics 2. Nurse-patient
relations I. Title
Subject
Card

CLASSIFICATION

When there are only ten or twenty books on a few shelves, the library user can easily find the specific book he is looking for or the book the library has that interests him. As the number of books gets larger, it takes more and more time to find what you want unless it is a very large book or in a very colorful binding.

A. Should you classify your library?

1. If your users take more than a minute or two to find the book they seek, your library needs to be classified.

2. If you have more than sixty to one hundred books, you need some classification.

3. If there is a possibility of significant expansion of your library, it is easier to classify now than to have to start all over at some future date.

A simple classification would be to select the medical specialty discussed by each book, label a section of a shelf with that specialty and group the books by the specialty they represent. Thus, if you have three obstetrics books, they would be together and the pediatric textbooks would be with books on the newborn, etc.

B. Larger collections - Collections of over 300 books must be arranged in some order if the user is to find rapidly what he wants. Most libraries use a classification system to arrange their books on the shelves. The two widely used general classification schemes are the Dewey Decimal Classification and that of the Library of Congress. Since medical collections need a very detailed classification of medical subjects, several special classification systems have been developed. The most up-to-date system is that developed at the National Library of Medicine.

U. S. National Library of Medicine. National Library of Medicine Classification. 3rd edition, 1964, with 1969 Supplementary Pages. Washington, D.C., Government Printing Office, 1969. $2.75 prepaid. (GPO Catalog Number HE 20. 3602:C56/969.)

There are several good reasons for using NLM classification:

1. The table has a very detailed index, which insures that it is easy to use.

2. It is kept up-to-date by NLM and is revised to accomodate new developments in medicine.

3. Many medical libraries use NLM already, so many of your patrons may find it familiar.

4. The Current Catalog, previously described, can provide you with classification numbers.

5. Your Resource Library, which uses NLM, can assist you by providing classification numbers.

6. It is compatible with the Medical Subject Headings developed for the Index Medicus, which may also be familiar to your patrons.

7. It is compatible with the Library of Congress schedules, which can be used if your collection grows beyond a purely medical orientation.

8. It is clinically oriented, which makes browsing much easier for the practicing physician.

C. How do you classify a book?

1. Classify a book by it's subject.

2. The title and subtitle of the book will usually indicate the subject of the book. Sometimes you need to read the preface and the table of contents.

3. If the book deals with two subjects, i.e., Textbook of Obstetrics and Gynecology, with equal emphasis, classify under the subject appearing first in the title, (ob). Use an additional subject card under the second (gyn).

4. If the subject is still not clear, consult a member of the medical staff.

5. Remember it is important to put a book where your users will look for it.

6. After you have decided on the subject, find the classification symbol for this subject in the classification scheme, i.e., QY for a book on clinical pathology.

7. Label the spine of the book with the classification symbol. (See section on Labeling, page 31.) Books are arranged on the shelves by their classification symbols so that books on similar subjects will be grouped together.

D. Cutter or author number

1. The small library - If there are several books with the same classification number, they may be arranged on the shelf alphabetically by author. Large libraries use Cutter Tables to assign a number after the first initial of the author's last name so books can easily be shelved in order. In a small library, you may use the first letter of the author's last name. For example, the call number for Nelson's Textbook of Pediatrics would be

WS
100
N

A book on pediatrics by Gellis would be

WS
100
G

And thus the Gellis book would be shelved before Nelson's text.

2. A medium sized library might wish to use the following simple table devised by the Library of Congress:

FOR LAST NAMES OF AUTHORS BEGINNING WITH VOWELS (AND S) FOLLOWED BY:							
CONSONANTS	b	d	l	m,n	p	r	s,t
NUMBER IS	2	3	4	5	6	7	8
FOR LAST NAMES OF AUTHORS BEGINNING WITH CONSONANTS FOLLOWED BY:							
VOWELS (or R)	a	e	i	o	r	u	y
NUMBER IS	3	4	5	6	7	8	9

To use this table:

a. Select the first initial of the last name of the first author.

b. Select the appropriate number for the second letter in the author's last name.

c. If no number seems immediately appropriate, select the lower number of the two between which the second letter of the author's last name would fall.

Thus, for Nelson the author symbol would be N4; for Gellis G4; for Armstrong A7, for Allen A4; for Smith S5, etc. For Summers you would use S8. For Thayer you would use T4; since h is between e (4) and i (5), you would select the lower -4.

3. Cutter Tables can be purchased for the large libraries.

E. A good way to keep different editions of a book or different books by the same author in order is to add the date of publication after the Cutter letters. This is also an excellent way to survey the currentness of your collection. Shelve books in chronological order this way, by having the newest edition on the right of the older editions.

The examples given on p. 28, then, would have as their complete call numbers:

WS	WS
100	100
N4	G4
1969	1971

As you can see, this makes it very easy to pick out the most recent edition or the most current book you have on a subject.

F. If you are using a classification scheme other than that devised by the National Library of Medicine and are happy with it, you may wish to continue to use it. It is very time consuming to reclassify a library and thus expensive. If most of your books are old and unused, you may wish to separate new purchases, classifying them according to the NLM classification and using the classification symbol assigned at the National Library of Medicine and published in the Current Catalog. This will save a lot of your time and effort. The older books are discarded or reclassified as your time allows, so that within a year or so the entire library is classified using the NLM scheme.

G. Journals - The most convenient shelf arrangement for journals is in alphabetical order by journal title. This arrangement makes it simple for the user to go directly to the shelf to find a journal he wants. In the classification scheme used by the National Library of Medicine, journals are classified W1 and then assigned the first two letters of the first word in the journal title (ignoring the initial articles). This is followed by a number to put it in alphabetical order. Thus, Pediatrics is W1 PE139. This method is used in large libraries. If you have a small number of journals, it is not necessary to classify with W1, etc. The section on Journals will discuss the alphabetical arrangement by title which should be used whether you use W1 or not.

CLASSIFICATION ILLUSTRATION #1

PRECLINICAL SCIENCES

QS Human Anatomy
QT Physiology
QU Biochemistry

QV Pharmacology
QW Bacteriology & Immunology
QX Parasitology

QY Clinical Pathology
QZ Pathology

MEDICINE AND RELATED SUBJECTS

W Medical Profession
WA Public Health
WB Practice of Medicine
WC Infectious Diseases
WD 100 Deficiency Diseases
WD 200 Metabolic Diseases
WD 300 Diseases of Allergy
WD 400 Animal Poisoning
WD 500 Plant Poisoning
WD 600 Plant Poisoning
Physical Agents

WD 700 Aviation & Space Medicine
WE Musculoskeletal System
WF Respiratory System
WG Cardiovascular System
WH Hemic & Lymphatic Systems
WI Gastrointestinal System
WJ Urogenital System
WK Endocrine System
WL Nervous System
WM Psychiatry

WN Radiology
WO Surgery
WP Gynecology
WQ Obstetrics
WR Dermatology
WS Pediatrics
WT Geriatrics. Chronic Disease
WU Dentistry, Oral Surgery
WV Otorhinolarynogology
WW Ophthalmology
WX Hospitals
WY Nursing
WZ History of Medicine

LABELING BOOKS

In order to remind patrons that the book or journal they are using belongs to the hospital library and should be returned so that others may use it, library items should be well marked. A rubber stamp with the name of the hospital and MEDICAL LIBRARY should be used to identify the books as library property. It is advisable to stamp the inside covers, both front and back, and the top and bottom edges of the book. Journal covers are usually stamped in addition to one or two pages in the journal.

At the time books are stamped, many librarians paste in the book pockets and date due slips that will be used in circulating the book (see section on Circulation, page 39). If the book is not to leave the library, you can have a "non-circulating" stamp made and stamp the inside covers of the book.

White labels for the spines of books can be purchased. The hospital's name can be printed on them. If you classify the collection, you would letter the classification symbol on this label. Or you may wish to use white or black ink and a book marking pen. Library equipment catalogs will describe several kinds; your budget and talent will govern your decision.

MENDING BOOKS

Books that are used frequently, often need to be repaired. Library supply houses such as Demco, Gaylord and Stacey-Brodart issue manuals on how to perform repair tasks in addition to selling the basic equipment. Before trying complicated repairs described in these manuals, the librarian is well-advised to try them on some volumes ready for discarding.

It is very easy to use transparent tape to mend torn pages and journal covers. Remember, however, that all kinds of transparent tape will turn yellow in a few years, and often get sticky as well. It is recommended that you obtain some special book mending tape from a library supply house, rather than use regular commercial tapes.

NEVER use commercial tapes on rare or historical items. Such tape can be professionally removed, but the procedure will cost approximately $10.00 per inch!

JOURNALS

A journal is a publication that comes out at regular intervals and is intended to be published indefinitely. Most journals contain several articles on different topics written by different authors. In most cases, journals have paper covers and are published with volume and issue numbers and a date.

A. Why do we have journals? Journals started hundreds of years ago when scientists wrote letters to one another telling of their work and results. Later, letters were passed around among colleagues. Eventually, these were formally published as journals. Modern day journals contain short communications of the results of experiments or clinical trials of drugs, descriptions of techniques or new diseases, etc. It takes less time to publish a journal issue than it does to publish a book. Journals are published in countries all over the world and in many languages. In order to keep up with the progress of medical knowledge, it is necessary to know what articles many journals contain. Since no library can subscribe to the more than 10,000 biomedical journals, indexes to the better journals are published. The major American medical index is Index Medicus, a monthly index of about 2,300 English-language and foreign-language medical journals. The Abridged Index Medicus, a smaller and less costly edition, covers 100 English language journals with clinical orientation. By subscribing to Index Medicus, you can see for any given medical subject if an article has been written in one of these journals. If you find a reference to an article you want but don't have that journal, then you may borrow it from a library that does subscribe to that journal (see Interlibrary Loans section, page 45.)

B. The parts of a journal

1. Title
2. Volume
3. Dates - issue
4. Pages
5. Contents
6. Advertising
7. Index

C. What kinds of information can you get from journals? In addition to the articles, journals contain:

1. Notices of meetings on clinical specialties
2. Book reviews
3. Advertisements for new books and journals
4. News items
5. Listings of society meetings and officers

D. What journals does your hospital need? As in the case of books, the selection of journals should reflect the needs and interests of your staff.

1. There are several lists of recommended journals:

   a. Stearns, NS & W. Ratcliff. "An integrated health science core library for physicians, nurses and allied health practitioners in community hospitals." New England Journal of Medicine 283:1489-98, 31 Dec 70.

   b. Yast, H. "90 recommended journals for the hospital's health science library." Hospitals 41:59-62, 1 Jul 67.

   c. Felter, JW. "500 selected periodicals for the medical library." Available from Franklin Square Subscription Agency, 545 Cedar Lane, Teaneck, New Jersey 07666.

2. Principles to follow in selection:

   a. Select good quality journals - ask your medical staff and consult core lists.

   b. Select journals representing the medical specialties practiced in your hospital.

   c. Select journals that are indexed in Index Medicus, Abridged Index Medicus, Hospital Literature Index, or a similar index that you have.

E. Ordering procedures for journals

1. A journal subscription is usually placed with the intention of continuing it indefinitely. After deciding to subscribe to a journal, complete an order form card with the journal title, publisher or issuing society, publisher's address, annual subscription rate and volume, issue and date with which your order is to begin.

2. Order either through a subscription agent or directly through the journal's issuing body. Subscription agencies are service organizations which deal in handling subscriptions. They will be helpful in ordering journals, claiming missing issues, renewing orders, obtaining sample copies, etc. In most cases, if you decide on a subscription agency, you would let them handle all your journal orders except those journals that come as a benefit of membership in a society, or that are government sponsored. You would receive an annual itemized invoice for all your orders. Subscription agencies may charge for their services, so be certain to check on costs and experience before putting your subscriptions in an agent's hands. You must balance this charge against savings in terms of your time in correspondence, problems in dealing with foreign publishers, having postage paid on correspondence, and having one check for your purchasing department to send instead of many. Agents act as liason between you and the many publishers, so you would be able to establish good communication with one company instead of minimal contact with many. Subscription prices do change, so be certain to allow for this in your budget each year.

3. For addresses of subscription agents in your area, consult the yellow pages in the nearest large city.

F. Checking-in records - You should keep a record of all the issues you receive in order to make certain all the issues are sent to you. Some libraries use a form similar to Journal Illustration # 1-2, p. 37-38. You will need one form for each journal title you receive. They can be kept alphabetically by journal title in a 3-ring notebook or in a standard Kardex unit available through several manufacturers. Check your library supply catalogs. For each journal title, you should indicate the source through which you obtain the journal, i.e., subscription, gift, etc. If it is a subscription, indicate from whom you order it. It would be advisable to note the date you started to order the journal and subscription price each year. To check in a journal

1. mark the year in the year column.

2. indicate the volume for that year.

3. for monthly journal, put a check in the box under the appropriate month as the journal is received.

4. for journals that come weekly or twice a month, you will want to modify the form or under the month mark the number of each issue as it comes in.

5. you should review your check-in records at least quarterly to see that you are receiving the journals you ordered. If not, contact your agent or donor to find out why.

G. How to shelve journals

1. Be certain to mark them as library property.

2. Arrange them alphabetically by title. In alphabetizing them, use each word in the title except "the" or "a" at the beginning of the title. The following titles are alphabetically arranged using all words in the title except the initial article:

a. American Journal of Medicine
b. Annals of Internal Medicine
c. Journal of Pediatrics
d. The Journal of the American Medical Association
e. Surgery, Obstetrics and Gynecology

3. Not all libraries alphabetize journals in this manner. There are two other principle ways:

a. Ignoring all articles and prepositions.

(1) American Journal of Medicine
(2) The Journal of the American Medical Association
(3) Journal of Pediatrics

b. Using corporate entries where applicable in addition to title entries. In this case where the name of a body of people is used in the title, the journal is filed under the name of the body of people.

(1) American Journal of Medicine
(2) American Medical Association, Journal
(3) American Medicine
(4) Journal of Pediatrics

H. Binding journals - Many libraries bind together (put in hard covers) the journal issues that comprise each volume.

1. Should you bind? Binding does protect the journals and it does reduce the number of lost issues. However, binding is expensive and it means that in order to circulate one issue all the issues bound with it must circulate. Journals are away from the library for several weeks or months while they are being bound. The authors feel that smaller hospitals should not bind their journals; medium sized hospitals may or may not and large hospitals should bind only those journals they will keep for over 3-5 years.

2. Binding Procedures

a. Write to the Binding Institute (address below) for a booklet on specifications for binding and a list of certified binders in your area. There are some national binders of good reputation who will provide service to the whole country. You might check with your local public library to see who does their periodical binding.

b. Select a reliable binder. He should promise to return journals within a maximum time, usually 4-6 weeks, provide binding slips, packing cartons, price lists, detailed instructions and should pay shipping charges if you agree to send a minimum number of volumes in each shipment. Most binders will provide a free sample of their binding - so you may wish to send them one volume to see how their service works. Send a volume which would be discarded otherwise.

c. Bind journals as soon as a volume is completed. This will usually mean large shipments in January and July. If you send a supplementary binding in April and October, you will have fewer volumes missing from your library at each time. Remember that a completed volume also includes the index, which may come separately or within an issue in the next volume.

d. There are often discounts to be had for standard binding (i.e., the bindery chooses cover color for each individual title at a standard cost) or for contract binding. Do not sacrifice quality for savings in this area as rebinding is even more expensive.

Library Binding Institute
160 State Street
Boston, Mass. 02109

I. Shelving journals if you don't bind - To keep journals standing upright and relatively neat, you may wish to store them in Pamphlet boxes or Princeton binders, etc. Whatever method you use, they should be visible so the user can easily select the title and issue that he wants.

J. How long do you keep journals? The decision to keep or discard journals must depend on their use at your library and their availability on interlibrary loan. It is expensive to store journals, so in general:

1. Non-teaching hospitals may wish to keep a five-year file of each journal title.

2. Teaching hospitals may wish to keep a ten to fifteen year file of each journal title.

3. If your staff utilizes journals that contain large numbers of x-rays, electron microscopy pictures, or other illustrations that do not photocopy well, you may wish to keep a longer file of these journals.

K. Missing issues - If you have a subscription agent, he will give you forms for claiming an issue you have never received. If not, you will have to write to the Journal's business office. If you do not bind, you may decide not to replace old issues that have become lost. If you need to replace a missing issue (other than a current issue), you may be able to obtain the issue through a large medical library that has duplicates which are made available to smaller libraries. The TALON Medical Library Program has a large free duplicate collection available. Individual articles from missing issues needed by patrons may be requested through Interlibrary Loan (see page 45.)

L. Gift subscriptions - Often times the hospital library will be given journals received by staff members because of their membership in professional societies. Although this is a good way to increase the number of journals available to your users without increasing your cost, sometimes they are not regularly forwarded to the library. Many librarians find it useful if the donor will use his name with the library's address. Then the issues should come regularly.

M. A journal title list - At the beginning of each year, you might wish to list in alphabetical order the journal titles you receive and give copies of this list to the hospital staff and neighboring libraries.

JOURNALS ILLUSTRATION #1
COMMERCIAL SERIALS RECORDS

TITLE FREQUENCY DAY DUE
PUBLISHER OR AGENT SUBSCRIP. DATE TITLE PAGE
ADDRESS NOS. PER VOL.
BOUND VOLS. PER YEAR INDEX
PREPARED IN BINDERY

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
			1													
			2													
			3													
			4													
			5													
			1													
			2													
			3													
			4													
			5													
			1													
			2													
			3													
			4													
			5													

INC. TITLE

REMINGTON RAND CAT. NO. 1-2007.1 KP 20041
JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

For weekly or bimonthly journals.

TITLE FREQUENCY DATE DUE
PUBLISHER OR AGENT SUBSCRIP. DATE TITLE PAGE
ADDRESS NOS. PER VOL.
BOUND VOLS. PER YEAR INDEX
PREPARED IN BINDERY

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T. P.	I.

INC. TITLE

CAT. NO. 1-2006.1 KP 20040
JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

For monthly, bimonthly, quarterly or irregular journals

Journals Illustration # 2
PERIODICALS RECORD

TITLE _____

PUBLISHER OR AGENT _____

ADDRESS _____

Frequency _____ Series _____

Year	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Index

CIRCULATION

It is important that any book or journal in the medical library be available when it is needed.

Sometimes a user needs a book that has been borrowed; then it is important to know who has the book. Perhaps the borrower could return the book early or provide a photocopy of the information needed. A circulation system in your library will help you know who has a certain book, what books are borrowed most, and what persons need to be reminded that they have had a book for a very long time.

Except for a few important reference books, your books should be available so that users may borrow them for one or two weeks. Since it takes less time to read a journal article and most journals will not be read from cover to cover, journals may be borrowed for shorter time periods. The borrowing rules should be established by your library committee and all users should be told what they are.

A simple circulation system would consist of:

A. Books

1. A book pocket - this manila pocket is pasted on the inside of the back hard cover of the book. Usually the pocket is marked with the classification number, the author's last name, the title of the book, and the date of publication. Stamp name of library on pocket.

2. A book card - This must fit in the book pocket. The classification number, the author's last name, the title, and the date of publication are typed on the upper section of the book card.

3. To borrow a book, the user removes the book card from the book pocket, marks down the date he is borrowing the book and signs the book card.

4. A box clearly marked "Book Cards" is placed in the library so that the user can deposit his signed book card. Then he may use the book wherever he wishes.

5. You should keep the book cards filed by author on your desk. You can easily find out who has a particular book.

6. When a user returns the book, put your initials by the date on the book card.

7. Return the book card to the book pocket making certain it is in the right book. After the book is returned to the shelf, it is ready to be borrowed again.

B. Journals

1. Bound journals can be circulated with cards and pockets. File the cards by journal title, i.e., American Journal of Surgery, and then with volumes and years in chronological order.

2. Book pockets and cards are not as simple to use in single journals. You might try having your patrons fill out a simple slip for each unbound issue. These can then be interfiled with other book cards. You will then have only one file to keep track of. These slips can be discarded after one use.

UNBOUND JOURNAL

Journal_____

_____

Vol_____Issue_____

Month_____Year_____

Copy_____

Name_____

Dept._____Ext._____

C. Overdues - Since your library is small, you may wish to call or speak personally to borrowers who keep books out two weeks more than the borrowing period, and ask them if they are still using the book. Certainly notify a user if someone else has asked for the book. It will help prevent some users from forgetting to return books if you send them a polite reminder from time to time.

D. It is not recommended that fines be charged for overdue books. Fines tempt patrons to take a book without signing it out, rather than have to pay a fine if they forget it. They should be responsible for loss or mutilation of library materials, however.

WEEDING THE COLLECTION

I. WHAT IS WEEDING? The practice of discarding or storing superfluous copies, rarely used materials and materials no longer of any use.

II. WHY WEED?

A. To utilize the available space in your library in the best and most economical way. Rely upon inter-library loan or borrowing arrangements with other libraries in your area for those little-used materials which would crowd your shelves.

B. To give your library a reputation of reliability, a collection which is up-to-date, and to make it functional.

III. WHEN TO WEED? Continuously, by reviewing once a year.

IV. WHO SHOULD WEED? Anyone who can select books can weed wisely. Although the librarian may want to ask for advice or assistance from a subject specialist, he is the best-qualified person to weed the library's collection. The final decision to discard or retain a book must be that of the librarian and/or the library committee. Patrons should be able to find information in all subject fields.

V. WHAT TO WEED? Books of outdated information; unused sets of books; repetitious series; and old editions. Periodicals very little used. Items uncirculated for five years and not needed for reference may be suitable for discard. Relate this to who the user is, his future requirements, and your own local situation.

VI. MECHANICS:

A. Disposition

1. Discard: Obsolete and outdated books of no historical value.

2. Retain: Good titles which cannot be replaced (out of print books and historical materials).

3. Replace: Regularly used items with a new edition or a revised edition if available.
Classics or notable volumes with better editions.

4. Give Away or Exchange: Duplicates of periodical titles which may be needed by other libraries.

5. Recycle or Sale: Arrange in accordance with library policies-disposal of material not needed.
Make sure that people or libraries who purchase your discarded books are aware that the material

is old, possibly out-of-date, and perhaps of questionable reliability.

6. Consult: Subject specialists in your own institution for advice on historical, rare, or specialized items.

B. Procedures: Remove book card. Verify that the book card is for that book. Mark shelf list card "withdrawn", and give the date. If book is the only copy of the title and is not being replaced, remove all catalog cards and shelf list card. File shelf list card in withdrawn file. Discard catalog cards. Mark each book "discarded" over all ownership marks. Remove book packet and date slip. If possible, library ownership marks should be removed from books which are being sold or given away. Keep monthly and annual record of books withdrawn. Order replacement copies where needed. Dispose of the weeded book in accordance with library policies set up by your own institution.

AUDIOVISUAL MATERIALS

If a picture is worth a thousand words, of what value is a picture accompanied by audible words and sounds? Hospital personnel are finding audiovisual materials very useful in educational programs and the librarrian is being asked with increasing frequency to include them in the library.

Common types of audiovisual materials are slides (projection and microscopic), tapes, motion pictures, records and pictures. These materials need special shelving, environmental control and a controlled circulation; present special problems in terms of repair, and need special equipment in order to be used. The hospital library may only order, organize, store and circulate these materials; or the library may also provide the equipment.

Finding out what audiovisual materials are available for rent or purchase entails keeping a file of catalogs and brochures in addition to utilizing the Audiovisual section of the National Library of Medicine's Current Catalog. Three useful catalogs are:

A. National Medical Audiovisual Center Catalog, 1972. Section I. 16 mm Motion pictures (66 pages.) Section II. Videotapes (19 pages.) Available from the National Medical Audiovisual Center, Atlanta, Georgia. (See address below.)

B. AHA Film Catalog, January 1, 1972. Available from the Film Library, American Hospital Association, 840 North Lane Shore Drive, Chicago, Illinois 60611. The last page of this publication lists some societies and associations that make films available.

C. American Medical Association. Medical and Surgical Motion Pictures: a catalog of selected films. American Medical Association, 535 North Dearborn Street, Chicago, Illinois 60610.

D. Other sources of materials - Pharmaceutical houses are producing and distributing materials. One very popular tape service is that of the Audio-Digest Foundation, 1250 South Glendale Avenue, Glendale, California 91205.

Cataloging and Processing. The cataloging of audiovisual materials differs from that of books and journals. If you only have one or two items there is no problem remembering where they are, but you should set aside a special area or shelf for these materials. Two manuals on the cataloging of audiovisual materials are available:

A. Cataloging non-print at NMAC. Available free from the National Medical Audiovisual Center (Annex.) (See address below)

B. Andrews, Sara W. Cataloging and processing audiovisual materials: a manual. Charles A. Dana Medical Library, University of Vermont, Burlington, Vermont 05401.

NLM's Current Catalog has an audiovisual materials section prepared by the National Medical Audiovisual Center (NMAC.) Cataloging information could be obtained from this source for many items. If you plan to rely on the Current Catalog, it would be advisable to understand the system used by NMAC.

Equipment. The field is changing so swiftly that any mention of equipment becomes rapidly out of date. A helpful basis for looking at audiovisual needs is:

> Brooks, M. Primer for media resources librarians. Available from the National Medical Audiovisual Center.

Some library supply houses have special catalogs of AV equipment. A general overview is discussed in:

> Notes on media management. Available free from the National Medical Audiovisual Center.

National Medical Audiovisual Center
1600 Clifton Road, N. E.
Atlanta, Georgia 30333

National Med. Aud. V. C. (Annex)
Station K.
Atlanta, Georgia 30324

INTERLIBRARY LOANS (ILL)

No library can acquire and store all the materials that all of its users might need. In order to make materials available to users anywhere, libraries have agreed to lend to other libraries that need a book or to borrow from a library that has the needed item.

If one of your hospital staff members requests an item not available in your library, either you or he can fill out a form you can have specially prepared for this purpose (samples of such forms are ILL Illustrations #1 and #2, p 49-50). These forms might be printed on bright paper and should be placed in a readily accessible spot in the library. In this way, library users can request items even when you might not be in the library. These forms should be filled out in as much detail as possible, including the date after which the item will be of no use to the requester (the deadline.) Then check to make sure the item requested is really not in your library, on order or in another part of the hospital.

Sometimes patrons request items that may not exist, are not printed yet, or give you incorrect information. Therefore, it is important that you try to verify that the requested item does exist and to give as much accurate information as possible so that the lending library can find the item rapidly and easily for you.

A. Verification - you can verify that an item does exist by finding it mentioned in print.

1. Journal articles

a. Look for the author's name in the author's section of Index Medicus or Abridged Index Medicus. If you find the name with the same title of the article, check the pagination, journal title and date against the information given on the request form. Note on the form in space labeled "verified in" where you found the verification - the title of the source, the page and the date. If there are major differences between what you find, i.e., the year, the journal title or the title of the article, you should check with the requester; you may have found a similar but different article.

b. You may not be able to find the article in Index Medicus or a similar source, but the requester may have seen it mentioned in the bibliography of an article. You may cite that bibliography as a source of reference. In the space labeled "source of reference" on the ILL form, indicate the journal title, volume number, pagination, and date of the article, where the article you want is cited.

c. If abbreviations are used for the title of the journal, complete the title only if you can find the abbreviation and the complete title listed in a journal list such as

the List of Journals Indexed in Index Medicus or in each issue of the Abridged Index Medicus. It is better to leave the abbreviation exactly as it is than to guess incorrectly.

2. Books

   a. You will not have readily available sources of verification for older books unless the requester has seen them cited in a bibliography.

   b. For current English-language books, you should consult the sources (especially b.1., e., f., and g.) discussed in the section on Book Selection (pages 7-12). In the space labeled "verified in" on the ILL form, enter where you found it listed. Publisher's catalogs are especially useful for this.

   c. Very new books may not yet be listed. A local bookstore or public library may be able to help you tell if the book is already published and give you the information for verification.

You will not be able to verify every request, but you should try. You might list where you have looked for the information. Borrowing is a privilege and the borrowing librarian should do everything possible to make it easy for the lending library.

B. Choosing the lending library - In order to complete the ILL form, you must decide from which library to request the item. To do this most efficiently, you should become familiar with the medical libraries in your community and get to know both the librarian and the collection. It is preferable and usually faster to borrow something locally than to request it from another city or state. If the item is not available in your community, you may request it through the regional medical library program which has been set up in this region. Check the chapter in this manual concerning the TALON network to find the name of your resource library.

   1. Request for journal articles -
      The TALON Region has produced a union list of serials, which is a locating tool for all the journal titles held by larger medical libraries in our area. Copies are available from TALON, but are not necessary for you to request interlibrary loan of journal articles. If you cannot borrow what you need locally, request the materials from your resource library. The resource library will attempt to locate the title for you.

      The TALON Region is at present working on a union list of books held in the region. This information is not yet available widely, so please contact libraries in your area or your regional resource library to fill your requests. Remember that many paramedical books can be obtained through your public library.

C. Requesting the item - The request should be typed on a standard ALA Interlibrary Loan form to be sent to the lending library. These forms may be purchased from library supply companies (see ILL Illustration #4, page 53.) Each ALA form has four parts, each part is used for the specific purpose noted.

1. Filling in the form - Be sure to include all the information requested on the form. ILL Illustrations 3A and 3B, pages 51-52 give directions on completing the form. Illustration 3A is an example of a request for a book and 3B is a request for a journal article.

2. Only one item should be requested on each form.

3. The source of verification should be noted, or the phrase "unable to verify".

4. Each request should be signed by the librarian or an authorized person.

5. A mailing label addressed to your hospital should be attached to each form requesting a book or bound volume. Books will only be mailed to a library and not to individual requesters. Some libraries will mail the photocopy directly to the requester. In this instance, the mailing label should contain his home or office address and it should be noted on the ILL form "to be mailed directly to requester".

6. Keep the "D" part of the ILL form so you will know what you requested from them.

7. Mail the remainder of the ILL form to the library you are asking to lend you the item.

8. ILL requests are filled and the item usually put into the mail to you within a day or two if the request is correct and the item requested is on the shelf at the lending library. If the information is incorrect, it may add more days to the time. If the item is not on the shelf of the lending library, even more time may elapse. The lending library will usually notify you if there will be a considerable delay or if the request cannot be filled by the deadline you have indicated.

D. Possible ways in which items requested may be received

1. A photocopy comes to the library for you to give to the patron. He may keep the photocopy and dispose of it as he wishes. You may note on your "D" form that this request was received.

2. An item is sent to you that must be returned to the lending library after the requester uses it. Usually only bound volumes or paperback books are to be returned. The ILL form returned with this item (parts B & C) will have a "due date" stamped on it. When you give the item to the borrower, you should tell him when it is due. It is your responsibility to see that the book is returned to you on the due date and then mailed to the lending library. Use the return address as indicated on the package. If the wrappers are in good condition, you may wish to save them for mailing the book back. If the patron wishes a longer time to use the item, mark "renewal requested" on the "C" part of the ILL form and send it to the lending library.

3. The item requested may not come. This happens very rarely. If you have heard nothing in ten days or so, photocopy your "D" form and send the photocopy to the library to which you originally sent the request. Write on the request "have not yet received."

E. Returning borrowed books

1. When you return a book to the lending library, please take care to see that it is carefully wrapped. Insulated bags are very easy to use and can be purchased from library supply companies (see ILL Illustration #4, page 53.)

2. When an item is returned to the lending library, note the date you returned the item on your copy "D" of the ILL form, and mail this form separately to the lending library.

3. If a book or journal comes to your library, and the wrapping indicates that it has been insured, be sure that you insure it for the same amount when you return it.

F. Records to keep - You should keep a record of the items you borrowed to give your administrator an idea of how busy the library is. Also, if one journal or book is borrowed several times in a year, you should consider buying or subscribing to it for your own library. You may wish to use the original request form you filled out as your official record.

REQUEST FOR INTERLIBRARY LOAN Date_____

Journal title _____

Volume____Issue_____Pages_____Month____Year____

Authors_____

Title _____

_____

Source of Reference_____

Book title_____

Authors_____

Publisher_____Edition_____Year_____

Source of Reference_____

Date after which
no longer needed:

_____

Name_____

Department_____Ext._____

INTERLIBRARY LOAN ILLUSTRATION # 1

If you make these the same size as an interlibrary loan form, you can file the request slip with your copy of the form, for further reference.

TO:
FROM: Medical Library

DATE:

REFERENCE: _____

REASON FOR DELAY

- Journal title not owned [ ]
- Issue not owned [ ]
- Have not yet received issue [ ]
- Pages requested are missing from our volume [ ]
- Volume is at bindery [ ]
- Checked out: will be held for you [ ]
- Volume/issue/supplement missing from our shelves [ ]
- Other: _____ [ ]

REQUEST IS BEING REFERRED TO:

- (Your resource library) [ ]
- TALON [ ]
- Other: _____ [ ]

REQUEST IS BEING RETURNED BECAUSE:

- Reference is incorrect, cannot locate [ ]
- Insufficient information given [ ]
- Other: _____ [ ]

(Your signature)

INTERLIBRARY LOAN ILLUSTRATION #2

If the ILL request cannot be filled immediately, let your patron know what has happened to his request. ILL requests sometimes take several weeks to receive.

ILL Illustration 3A
DIRECTIONS FOR PREPARING REQUESTS FOR MONOGRAPHIC MATERIAL

BRODART

Borrowing Library
Fill in left half of form including both library addresses in full

Fold here →

Send sheets A, B and C to lending library and enclose shipping label

Lending Library
Fill in pertinent items under REPORTS, return sheets B and C to borrowing library
Cat # 23 228
Form rev. 1-68

Date of request: (1) DATE

A REQUEST

Call No.

(2) NAME OF YOUR LIBRARY
STREET ADDRESS
CITY, STATE, ZIP CODE

For use of (3) J. Doe, M.D. Status (4) Resident Dept. (5) Pathol.

Author (or periodical title, vol. and year)
(6) Koss, Leopold G.

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only
(7) Diagnostic Cytology; 2nd ed.
Philadelphia: Lippincott, 1968

Verified in (or source of reference)
(8) Books in Print vol 1 p. 868 1969

If non-circulating please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $ _____

(9)

Note: The receiving library assumes responsibility for notification of non-receipt

AUTHORIZED BY: (10)
(FULL NAME) Title _____

INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐ _____
Charges $ _____ Insured for $ _____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non circulating
☐ _____

Estimated Cost of: Microfilm _____
Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $ _____ Insured for $ _____

RENEWALS:
Requested on _____
Renewed to _____
(or period of renewal)

1. Date request form is prepared.
2. Complete name and address of borrowing library including zip code. If more than one form is sent at one time, complete name and address must be included on each form. (This may be preprinted on the form.)
3-5. Identification of borrower for whom request is made.
6. Name of author with first name or initials.
7. Title of book with edition, place and date of publication.
8. Complete bibliographic source of reference.
9. Complete address of lending library.
10. Signature of librarian or staff member authorized to request loans.

ILL ILLUSTRATION 3B

BRODART

Borrowing Library

Fill in left half of form including both Library addresses and bill

Fold here →

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Cat # 23 228 Form rev. 1-68

Date of request: (1) DATE

A REQUEST

Call No.

(2) NAME OF YOUR LIBRARY
STREET ADDRESS

CITY, STATE, ZIP CODE

For use of (3) J. Doe, M.D. Status (4) Resident Dept. (5) Med.

Author (or periodical title, vol. and year)

(6) American Journal of Obstetrics and Gynecology vo. 95, 1966

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

(7) Babuna, C. and Yenen, E., Enzymatic determination of placental function. A rapid method. pp. 925-35

Verified in (or source of reference)

(8) Index Medicus 8:5402, 1967

If non-circulating please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $ _____

(9)

Note: The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: (10)
(FULL NAME) Title

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐ _____

Charges $ _____ Insured for $ _____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not Owned

☐ Non circulating

☐ _____

Estimated Cost of Microfilm _____

Hard copy _____

BORROWING LIBRARY RECORD:

Date received _____

Date returned _____

By ☐ Library rate ☐ _____

Postage enclosed $ _____ Insured for $ _____

RENEWALS:

Requested on _____

Renewed to _____

(or period of renewal)

1. Date request form is prepared.
2. Complete name and address of borrowing library including zip code.
3-5. Identification of borrower for whom request is made.
6. Complete title of periodical, volume number and date. (Do not enter author of article in this space.)
7. Complete citation: author, title of article and inclusive pagination.
8. Complete bibliographic source of reference.
9. Complete address of lending library.
10. Signature of librarian or staff member authorized to request loans.

ILL ILLUSTRATION #4

LIBRARY SUPPLY HOUSES AND ADDRESSES

A.L.A. Interlibrary Loan Forms

Bro-Dart Incorporated
P. O. Box 1120
Newark, N. J. 07101

DEMCO Library Supplies
P. O. Box 1488
Madison, Wisconsin 53701

Gaylord Brothers, Incorporated
155 Gifford Street
Syracuse, N. Y. 13201

Insulated Book Mailing Bags

DEMCO Library Supplies
P. O. Box 1488
Madison, Wisconsin 53701

Jiffy Bags
Trade Paper Company
4501 South Santa Fe Avenue
Los Angeles, California 90058

Interlibrary Loan Illustration # 5

It is handy to have a bookmark like this one to remind patrons that the book they have is an interlibrary loan and must be returned within a specific period. A brightly colored strip - use pink or red - will remind them each time they see the book.

To:

This is an
INTERLIBRARY LOAN

It has been borrowed for you from:

It is due on:

Please remember to return it on time so that the library remains in good standing for further loan requests.

REFERENCE SERVICES

A medical library, along with being the source for books and journals may also provide other services for its staff. A doctor or nurse coming to a library may frequently be interested in finding the answer to a specific question rather than want to consult a particular book or journal. At other times, he might want to locate books and articles about a specific subject. In both these instances, the librarian can assist in obtaining the desired information.

A. Answers to specific questions - The kinds of questions that fit into this category include requests for information on physicians, hospitals, health organizations, professional meetings, drugs, diseases and medical terms. To answer these types of inquiries, the librarian should become familiar with the specific reference books in existence that provide this kind of information. The following reference books are usually found in hospital libraries. Order information (price, publisher, etc.) for any books mentioned here is listed in the Appendix (pages 73-77).

1. Directories - Just as the telephone book provides specific information (name, address, telephone number) about an individual, the following directories provide data on physicians, hospitals, health organizations and medical meetings.

a. Directory of Medical Specialists

(1) Two volume set published about every two years.

(2) Listing of all physicians certified by specialty boards.

(3) Arrangement

(a) Physicians are listed under different boards (e.g., ophthalmology) then geographically by state and city.

(b) Alphabetical index to all physicians listed is at the back of Volume II.

(c) Extensive use of abbreviations.

(4) Information given about each physician.

(a) Name
(b) Address
(c) Year of birth - place of birth
(d) Internship and residency information
(e) Military service
(f) Present position

(5) Other data available for each specialty board.

(a) Composition of the board
(b) Requirements for certification

b. Hospitals: (guide issue, part II, August 1, of Hospitals; Journal of the American Hospital Association.)
A reference source for:

(1) Information on health care institutions

(a) Name and address
(b) Name of administrator
(c) Type of institution
(d) Number of beds
(e) Special facilities and services

(2) Information on the American Hospital Association

(a) Membership list
(b) Officers

(3) Listing of organizations, agencies and professional schools in the health field.

(4) National hospital statistical data.

(5) Sources of products and services used in hospitals (buyers' guide to hospital supplies and equipment)

c. Journal of the American Medical Association - Directory type information is given near the beginning of each weekly issue.

(1) First issue of the month - lists meetings to be held in the United States. Listing by month of meeting.

(2) Second issue of the month - list of meetings to be held outside the United States.

(3) Third issue of each month - list of organizations of medical interest. Lists presidents and executive secretaries of each.

(4) Fourth issue of each month - lists AMA officers and executive staff. Includes State Medical Associations. Gives information on state examinations and licensure.

(5) Special issues - issued annually, usually in the month noted in parentheses.

a. Book Number (April) - literary and publication information.

b. Convention Number (May) - AMA annual convention.
c. State Board Number (June) - statistics and requirements.
d. Continuing Education Number (August).
e. Clinical Convention Number (October).
f. Education Number - statistics on med. schools and medical education. (November)

2. Drug Handbooks

a. AMA Drug Evaluations, 1971

(1) Deals with the pharmacology and therapeutic indications of drugs.

(2) Makes evaluations on the effectiveness of many drugs.

(3) Lists drugs and combinations by generic and proprietary names.

(4) Gives the usual dosage for most evaluated drugs.

(5) Has three helpful indexes:

(a) Indication Index - lists alphabetically diseases or conditions to be treated, with categories of drugs or individual drugs used in treatment indented under them.

(b) Adverse Reactions Index - lists the adverse reactions alphabetically. Indented under the adverse reactions are classes of drugs or individual drugs causing the adverse reaction.

(c) Alphabetical Index - lists the individual drugs or groups of drugs.

b. Physicians Desk Reference - Provides essential prescription information on major pharmaceuticals, specialties, biologicals and antibiotics. Published annually in cooperation with the manufacturers whose products are described. The manufacturer provides all the descriptions of the products. Five sections:

(1) Alphabetical Index

(a) By brand name
(b) By company name

(2) Drug, chemical and pharmacological index.

(3) Therapeutic indication index
(4) Product Identification section (pictures of pills)
(5) Product identification section (narrative)

Drug companies give the PDR to most physicians. See if you can get one of your doctors to donate his copy to the library.

3. Handbooks

   a. Merck Manual

      (1) A handbook of diagnoses and therapy
      (2) Primary objective of the Manual is to provide up-to-date information in one handy, readable book compendium.

      (3) Information is given on the etiology, diagnosis, pathology, treatment and prognosis of various diseases.

      (4) Coverage is mainly medical (as opposed to surgical).

      (5) Contains special section on nursing, medical and laboratory techniques.

   b. Current Diagnoses and Treatment - Intended to serve as a useful desk reference on the most widely accepted techniques currently available for diagnoses and treatment. Deals primarily with internal medicine disorders. For each condition:

      (1) Essentials of diagnoses
      (2) General considerations
      (3) Clinical findings
      (4) Treatment
      (5) Prognosis

4. Dictionaries - choose either Dorland's or Stedman's - they are both good.

   a. Dorland's Illustrated Medical Dictionary

      (1) Official authority used by the Index Section of the National Library of Medicine.

   b. Stedman's Medical Dictionary

   c. Illustrated Dictionary of Eponymous Syndromes

      (1) Lists synonyms and eponyms used to describe syndromes and diseases.

5. List of Journals Indexed in Index Medicus - four sections

This list is published in the first monthly issue of the Index Medicus each year, and is also found in the yearly cumulated edition. It can be purchased separately, and is useful for deciphering journal title abbreviations.

a. Abbreviation listing of journal title followed by full title.

b. Full journal title listing followed by abbreviation.

c. Listing by subject.

d. Listing by country of publication.

B. Finding articles or books on a specific subject or by a particular author. Another service the librarian can provide for the hospital staff is compiling bibliographies or lists of articles and books that have been published on specific subjects. By consulting the indexes to journal articles, the librarian can usually find a few references to articles on the requested subject.

1. Accepting the request.

a. Obtain as much information as possible from the requester, including a clear statement of what he wants.

b. Suggested questions to ask the requester.

(1) Does he want only articles written in English? Any other languages? All?

(2) Does he want only articles published in the last six months? Last year? Last three years, etc.?

(3) Is he interested in diagnosis, treatment, etc.?

2. Understanding the request

a. Look up unfamiliar words in a medical dictionary. Make note of any synonyms and differences in spelling.

b. Check information in handbooks (e.g., Current Diagnosis and Treatment).

c. Check textbooks for a more in-depth discussion.

3. Where to look

a. Index Medicus - The major index to the journal articles in medicine is Index Medicus. It is a monthly publication which indexes 2300 medical journals. Further information on how to use Index Medicus will be found on page 61.

b. Abridged Index Medicus - Monthly publication which indexes 100 English-language clinical journals.

c. Cumulative Index to Nursing Literature

(1) Bi-monthly with annual cumulations.

(2) English-language articles only.

d. Hospital Literature Index

(1) Covers administration, planning, and financing of hospitals and the administrative aspects of medical, paramedical and pre-payment fields.

(2) English-language only.

(3) Quarterly with annual and five-year cumulations.

4. Procedure to follow

a. Starting with the most recent issue of the index you will be using, check each issue under the pertinent subject headings.

b. For each article you find that looks relevant, copy the complete reference on a slip of paper (3 x 5 is a good size).

c. Brackets around the title indicates that the article is in a foreign language. It's a good idea to write down the language if not English. Your patron may not read Japanese.

d. The volume, year and page of the index where the article was found should also be noted at the bottom of the slip of paper. This information will be needed when a request is made to borrow the item on interlibrary loan.

e. Organize the slips containing references to articles in alphabetical order by author or chronologically, and give the slips or type a bibliography from the slips to give to the requester.

f. Ask your patron to separate the slips into those he wishes to see and those he does not want to see. Set aside those he doesn't want to see. Separate those he does want into: journals you have in the library
journals you will need to borrow.

Sample card:

Black, L. A., et al.

Coronary care. A challenge to the small community hospital. Ohio Med J 63: 1311-4, Oct. 67.

Index Medicus 8:1132, Dec. 67.

Your library policy will decide whether you will pull from your collection those journals you have, or whether the patron should do it himself. Request those you don't have on interlibrary loan.

g. You will have to decide whether you wish to keep a record of all citations which you find, or just a record of the subjects you have looked up for patrons. This will depend on storage space and whether you have time to make a duplicate copy. Do keep track of how many bibliographies you do, for your statistics sheet.

INDEX MEDICUS AND ABRIDGED INDEX MEDICUS

Index Medicus (IM) is the major American index to articles published in 2300 biomedical journals. It is a monthly publication arranged both by author and by subject. An annual cumulation is also published.

The Abridged Index Medicus (AIM) is a recent publication, also monthly, with the same format as Index Medicus. AIM, however, indexes only 100 English-language medical journals, predominately journals in clinical medicine. Every hospital library should have Index Medicus or Abridged Index Medicus, or both.

A. How to use IM and AIM. The same principles apply to both publications.

1. Choosing the subject heading or headings.

a. The subject headings used in IM are listed in the publication Medical Subject Headings (MeSH), which comes as part of the subscription to the regular Index Medicus. Libraries which subscribe only to AIM have to order MeSH separately. (Price and address are given on page 75.)

b. Only those subject headings listed in MeSH are used. Be sure to look under synonyms to find the particular heading that is used.

c. MeSH is divided into two sections. First is a listing of all the terms in alphabetical order. The second section lists these same terms but by categories. If you have difficulty in locating a term in the alphabetic section, be sure to look under the relevant category or categories to see what subject headings might be used to find articles you want.

2. Arrangement of Index Medicus

a. Subject section - Under each subject heading, citations that are primarily concerned with that subject will be printed.

(1) A citation includes the title, author, journal title, journal volume, pagination and journal date.

(2) Under each subject heading, the citations are arranged alphabetically by the journal title.

(3) An example:

① ACHILLES TENDON

② Tenotomy. Effect of the fine structure of the soleus of the rat.③ Shafia SA, et al.④ Arch Neurol (Chicago) ⑤ 20:625-33, June 69 (42 ref.)
⑥ ⑦ ⑧ ⑨

---

① The MeSH subject heading
② Title of the journal article
③ First author's last name and initials; et al means more than 1 author
④ Journal title abbreviation. For the complete title, you would check the journal list in the front of the January issues of IM or each issue of AIM.
⑤ Volume number of the journal
⑥ Page on which the article starts
⑦ Page on which the article ends
⑧ Date that the issue of the journal was published
⑨ Indicates the number of citations in the bibliography of the article. This is included in the case of review articles.

(4) If the article is written in a foreign language, the language will appear in brackets at the end of the citation. i.e.: (Ger)

As of 1972, articles written in foreign languages but <u>including</u> an English abstract of the contents are marked as such. The indicator (Eng. Abst.) appears in the citation just after the date of the issue.

(5) How many times does a citation appear in the subject section? A citation appears under as many subject headings as are necessary to bring out the major concepts of the article. Usually this is two, three or four. Thus, an article on the treatment of streptococcal infections with sulfamethoxazole and penicillin; bacterial and immunological response, would be found under:

STREPTOCOCCAL INFECTIONS
SULFAMETHOXAZOLE
PENICILLIN

b. Author section - Alphabetical listing by last name of the authors of articles cited in that issue of <u>IM</u>. Second and third authors' names are listed with a cross reference to the first or primary author. The information given for each citation in the author section is the same as that given in the subject section, except that a citation number is given. This is the number assigned by the computer, a unique number for each citation. You should have no reason to use this number.

B. Miscellaneous

1. It takes time to index articles. Thus, an article in the July issue of <u>Anesthesiology</u> is not likely to be cited in the <u>IM</u> for 1-4 months, usually 2 months.

2. Both <u>IM</u> and <u>AIM</u> are cumulated annually. The cumulations are not included in the yearly subscription but must be purchased separately.

C. Appendix 2 to this manual contains a copy of the National Library of Medicine's publication <u>Hints for Index Medicus</u> users. You may find this helpful when searching difficult subjects or may want to make it available to patrons who are conducting their own searches.

MEDLINE
Computer-Produced Bibliographic Services

A new bibliographic aid for the hospital librarian has been developed by the National Library of Medicine in the past few years. MEDLINE (MEDLARS On-Line) is a service librarians should know about and use when the appropriate need arises. It is an on-line computer service that produces bibliographies on demand.

It is not always easy to tell the subject matter of articles by looking through the bibliographic citations in the Index Medicus, Abridged Index Medicus or other indexes. Supposing a patron asks you to find articles on a particular treatment of urinary problems in patients with multiple sclerosis. When you look in the Abridged Index Medicus under the MeSH heading "multiple sclerosis", you find several articles on complications of multiple sclerosis but they don't specify what treatment. You turn to the subject heading "urinary tract infections", "urinary incontinence", etc. No luck. Under the subject heading for the specific treatment, you find some possible articles but nothing for certain. You could then ask your patron if he could wait a few days while you send this bibliographic request to the regional medical library, medical school or other library offering MEDLINE service in your area.

Upon receipt of your request, a medical librarian with special training will study your request, select the appropriate MeSH headings, sit down to a computer terminal and type in a combination of MeSH terms that should result in citations pertinent to your request. In the multiple sclerosis example, the search strategy would be to ask the computer to search its file for all citations indexed with "multiple sclerosis" and "urinary tract infections/with the subheading drug therapy" and the specific term for the treatment, or any citation indexed with "multiple sclerosis" and "bladder, neurogenic with the subheading drug therapy" and the term for the specific therapy, and so on.

The computer will print out the number of citations it finds that meet the requirements. The librarian-searcher may ask it to print some or all of these citations. The resulting bibliography would be sent to you or, if he wishes, directly to the requester.

What kinds of bibliographic requests might appropriately be referred for MEDLINE?

A. Thorough author searches (Index Medicus Name Section lists only first three authors.)

B. Requests needing the logical combination of two or more MeSH terms.

What kinds of bibliographic requests should not be referred for MEDLINE?

A. Requests for articles written before the last three years (MEDLINE covers only the last 3-4 years.)

B. Verification that a specific article exists.

C. Specific data or facts.

D. Non-medical subjects.

E. Nursing and dentistry subjects. Some citations are available, but not in depth. It is better to check the specialty indexes for these.

What does MEDLINE cover?

Journal coverage	1200 major journals*
Subject coverage	Just the last 3-4 years
Language coverage	21 languages
Number of citations	Approximately 400,000

*Retrieval can be limited to the 100 journals covered in the Abridged Index Medicus if requested. This would insure all English, clinically oriented, and readily available journal articles.

How to request a MEDLINE search. Obtain forms from your regional medical library or your nearest MEDLINE Center. A sample copy is included in Appendix 3. You can help by seeing that the requester fills out the form completely indicating exactly what he wants in terms of subject and in terms of quantity. In the multiple sclerosis example, the requester should indicate the specific treatment or treatments and the bladder conditions in which he's interested. You can help by showing him the terms after he has stated his request in his own words.

There is a brochure about these services that can be obtained free:

MEDLINE, DHEW Publication No. (NIH) 73-266. January, 1973. Available from your regional medical library or Associate Director for Library Operations, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20014.

TALON REGIONAL MEDICAL LIBRARY SERVICES

A national network of regional medical libraries was established under the Medical Library Assistance Act of 1965. Under Public Law 89-291, Congress provided funds to the National Library of Medicine so that grants could be made to establish Regional Medical Libraries. Eleven regions have been established including the South Central Region, which serves the states of Texas, Arkansas, Louisiana, Oklahoma and New Mexico. (TALON)

Designed to expand and improve medical library services and facilities for the health sciences, the Program aims to coordinate efforts in existing institutions. The result will be a nationwide biomedical communications network with the National Library of Medicine as a capstone.

The eleven larger medical libraries in this region have formed a consortium to develop this program. Participating libraries are listed on p. 70. The University of Texas Health Science Center at Dallas houses the administrative headquarters. An Advisory Council, with representatives of geographic, professional and medical library interests within the region serves as a coordinating board to recommend policies and practices. This ensures that good channels of communication exist for the administrative organization of the Regional Medical Library Program.

Each Resource Library in the TALON region has an extension program through which it provides various services to smaller health related institutions. Distribution of regional services will be a cooperative endeavor, designed not to supplant but to expand or supplement those services now offered by member libraries. These services are available (1) to public and private institutions with programs of health professional education, service or research, and (2) to individuals engaged in these or related fields who lack access to libraries through which to obtain services.

SERVICES OFFERED BY TALON ARE AS FOLLOWS:

Interlibrary Loan

The interlibrary loan program is intended to improve access to the biomedical literature through better coordinated and more liberal lending among libraries in the TALON Region. Requests should be submitted through hospital or other local libraries to the appropriate Resource Library. An individual without local library service may contact TALON headquarters directly. The Resource Library will determine whether to send a photocopy or lend material in the original form. Photocopies will at present be supplied without charge and may be retained by the requester. However, institutions within the immediate community of the Resource Library are considered to have local access to the Resource Library's hand collection and may be charged for photocopies. For further information consult the following Interlibrary Loan Policy.

Union List of Serials Holdings

The library of the University of Texas Medical Branch at Galveston has produced a computer-printed list of holdings of the Resource Libraries plus a number of other medical libraries in the area, to expedite interlibrary loan service for journal titles. The format is designed to allow the Resource Libraries to enumerate their holdings, add new titles as needed, and provide for updating. Copies of the original, supplements, and new editions will be distributed free to Resource Libraries and to many hospital libraries who request it.

Location Listing for Current Acquisitions

The Regional Library has requested all Resource Libraries to submit a main entry card for each cataloged book with an imprint date within the past five years. These will be filed by author, serving as a temporary rough locating list and as a means of analyzing current acquisitions and cataloging practices.

MEDLINE search services, discussed on p. 64 , are available at most of the Resource Libraries and at several larger hospital libraries in the TALON region. Consult your Resource library for the location nearest you. At the time of writing, some centers are providing searches free of charge, while at others, there is a nominal charge for computer time. You may wish to check with the center before sending in requests. Requests are accepted by interview or by submission of a standard search request form, from either a library or an individual health professional. Telephone requests may be honored at some of the centers.

Extension Program

Many of the Resource Libraries have now been funded for an Extension Program, while all have a staff member who serves as liason between the Resource libraries and the professional health personnel in their regions. These librarians conduct workshops in medical librarianship, can provide consulting services for individual hospital libraries, and have as their objective the promotion of the Biomedical Communications Network in the TALON Region. Contact your Resource Library for more information.

Duplicate Journals Collections

The TALON Regional Headquarters has recently received a grant to provide a duplicate journal exchange for institutions in the Region. The 150 journals on the Brandon list, plus selected other titles, are collected in a warehouse for free distribution. Missing issues can be replaced for binding, or journal runs can be requested for filling in back files. Write to the TALON office for a list of journals available.

Newsletter

The TALON Core Staff publishes a monthly newsletter to keep area libraries informed of news and happenings in the region. The title, "Synergy" a medical term meaning "cooperating, coordination in action", was chosen for this newsletter since it seemed especially appropriate. Available to health science libraries and other interested parties, the newsletter features activities of the many libraries in the region, and contributions from members are encouraged.

INTERLIBRARY LOAN POLICY

The interlibrary loan program of the TALON Regional Medical Library is intended to improve access to the biomedical literature through better coordinated and more liberal lending among the libraries in the Region which includes: Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The program is decentralized with cooperating larger health science libraries serving as Resource Libraries in their subregions. The cooperating libraries are listed below. The University of Texas Health Science Center at Dallas is serving as the administrative headquarters for the program.

Eligible Borrowers

Eligible borrowers are: (a) Public and private institutions with programs of health professional education, service, or research, and (b) individuals engaged in these or related fields who lack access to libraries through which to obtain services.

Materials Loaned

Resource Libraries will practice as liberal a lending policy as possible with due consideration to the needs of their primary users. Interlibrary lending, however, does not relieve any library of the responsibility of developing its collection. Each library is expected to provide the resources to meet the ordinary needs of its users.

Forms of Request

Unless a special agreement exists with its Resource Library, the borrowing library should submit requests typed on standard interlibrary loan request forms or in standard teletypewriter (TWX) format. Requests should be filled out as described in the section on Interlibrary Loan.

Routing of Loan Requests

Requests that cannot be filled locally should be submitted to the nearest Resource Library. The Resource Library will forward requests it cannot fill to another Resource Library within the TALON Region, or to the TALON headquarters. The TALON staff will make the decision to switch the request to the National Library of Medicine or to another region, if appropriate.

Forms of Loans

The lending library has the right to determine whether to send a photocopy or lend the material in the original form. Multiple photocopies will not be supplied to a single requester nor will complete issues or portions of issues or volumes over thirty pages be photocopied.

Loan Period

The loan period will be determined by the lending library.

Delivery and Returns

Photocopies will be sent by first class mail. Original loans will be sent with the postage prepaid. The borrowing libraries are responsible for original volumes from the time they receive them until they are returned and received in the lending library. Lost materials must be replaced by the borrowing library.

Loans to Individuals

Loans to individuals without access to libraries will be made under the same terms as loans to libraries. Resource Libraries will complete and forward interlibrary loan requests for items they cannot supply.

For further information on the TALON Regional Medical Library Program, write to:

TALON Regional Medical Library Program
University of Texas
Health Science Center at Dallas
5323 Harry Hines Boulevard
Dallas, Texas 75235

Telephone: (214) 631-1813 or
631-3220, Ext. 519

Teletype: 910 861 4325

TALON RESOURCE LIBRARIES

University of Arkansas
Medical Center Library
P. O. Box 2381
Little Rock, Arkansas 72203

Louisiana State University
Medical Center Library
1542 Tulane Avenue
New Orleans, Louisiana 70112

LSU Medical Center Library
School of Medicine in Shreveport
P. O. Box 3932
Shreveport, Louisiana 71130

Rudolph Matas Medical Library
Tulane University
1430 Tulane Avenue
New Orleans, Louisiana 70112

Library of Medical Sciences
University of New Mexico
900 Stanford, N. E.
Albuquerque, New Mexico 87106

University of Oklahoma
Health Science Library
P. O. Box 9601
Oklahoma City, Oklahoma 73190

Texas Medical Association Memorial Library
1801 N. Lamar
Austin, Texas 78701

University of Texas
Health Science Center at Dallas Library
5323 Harry Hines Boulevard
Dallas, Texas 75235

University of Texas Medical Branch
Library
9th & Mechanic
Galveston, Texas 77550

Houston Academy of Medicine Library
Texas Medical Center Library
6401 W. Cullen Street
Houston, Texas 77025

University of Texas Health Science Center
at San Antonio Library
7703 Floyd Curl Drive
San Antonio, Texas 78229

Regional Medical Libraries

Regional Medical Libraries	States
#1 - New England Regional Medical Library The Francis A. Countway Library of Medicine 10 Shattuck Street Boston, Massachusetts 02115	Connecticut, Maine Massachusetts New Hampshire Rhode Island Vermont
#2 - New York & Northern New Jersey Regional Medical Library New York Academy of Medicine 2 East 103 Street New York, N. Y. 10029	New Jersey (Northern Counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union & Warren) New York
#3 - Mid-Eastern Regional Medical Library College of Physicians of Philadelphia 19 South 22 Street Philadelphia, Pennsylvania 19103	Delaware, New Jersey (Southern Counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, & Salem) Pennsylvania
#4 - Mid-Atlantic Regional Medical Library P. O. Box 30260 Bethesda, Maryland 20014	Maryland, North Carolina, Virginia, Washington, D. C., West Virginia
#5 - Kentucky-Ohio-Michigan Regional Medical Library Wayne State University 645 Mullett Street Detroit, Michigan 48226	Kentucky Michigan Ohio
#6 - Southeastern Regional Medical Library A. W. Calhoun Medical Library Woodruff Research Building Emory University Atlanta, Georgia 30322	Alabama, Florida, Georgia Mississippi Puerto Rico South Carolina Tennessee
#7 - Midwest Regional Medical Library The John Crerar Library 35 West 33 Street Chicago, Illinois 60616	Illinois, Indiana, Iowa, Minnesota North Dakota Wisconsin

Regional Medical Libraries

Regional Medical Libraries	States
#8 - Mid-Continental Regional Medical Library University of Nebraska Medical Center 42nd Street and Dewey Avenue Omaha, Nebraska 68105	Colorado, Kansas, Missouri, Nebraska, South Dakota Utah Wyoming
#9 - South Central Regional Medical Library Program University of Texas Health Science Center at Dallas 5323 Harry Hines Boulevard Dallas, Texas 75235	Arkansas New Mexico Oklahoma Louisiana Texas
#10- Pacific Northwest Regional Health Sciences Library University of Washington Seattle, Washington 98105	Alaska, Idaho, Montana Oregon Washington
#11- Pacific Southwest Regional Medical Library Service Center for the Health Sciences University of California Los Angeles, California 90024	Arizona California Hawaii Nevada

APPENDIX I

Reference Works

&

Glossary of Terms

APPENDIX: Reference Works

Directory of Medical Specialists

Price: $49.50 (1972-3, 2 volumes)

Publisher: Marquis Who's Who Incorporated
Marquis Publications Building
Chicago, Illinois 60611

Frequency of publication: Bi-annual

Hospitals: guide issue (AHA Guide to the Health Care Field)

Price: $14.00 if ordered individually
(included in the subscription to Hospitals journal; price for the journal subscription is $10.00 a year.)

Publisher: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Frequency of publication: Annual

Index Medicus

Price: $113.00 annual subscription (includes Medical Subject Headings); $84.00 for 1972 cumulation

Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Catalog No.: HE20.3612 (Index Medicus)
HE20.3612/3:13 (1972 cumulation)

Frequency of publication: monthly

Abridged Index Medicus

Price: $21.50 annual subscription; $10.00 for 1972 cumulation

Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Abridged Index Medicus cont.

Catalog No.: HE20.3612/2
HE20.3612/2:2-3 (1972)

Frequency of publication: monthly

Medical Subject Headings (MeSH)

Price: Included in subscription to Index Medicus (Part II of January issue) $5.50 if purchased separately

For sale by: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Catalog No.: HE20.3612:14/1 pt 2

Cumulative Index to Nursing Literature

Price: $27.50 annual subscription
Cumulated volumes available for 1956 to date

Publisher: Glendale Adventist Hospital
Publications Service
P. O. Box 871
Glendale, California 91209

Frequency of publication: Bi-monthly with annual and 5-year cumulations

Hospital Literature Index

Price: $10.00 annual subscription
$20.00 for 1960-64 cumulation
$30.00 for 1965-69 cumulation

Publisher: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Frequency of publication: quarterly with annual and 5-year cumulations

AMA Drug Evaluations 1971

Price: $15.00

Publisher: American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

Physician's Desk Reference

Price: $12.00 ($11.00 if you send check)

Publisher: Medical Economics, Incorporated
Litton Publications, Incorporated
Oradell, New Jersey 07649

Frequency of publication: Annual

Merck Manual of Diagnosis and Therapy

Price: $8.00 (12th ed., 1972)

Publisher: Merck Sharp and Dohme Research Laboratories
West Pointe, Pennsylvania 19486

Frequency of publication: Irregular

Current Diagnosis and Treatment

Price: $11.00 (1972)

Publisher: Lange Medical Publications
Los Altos, California 94203

Frequency of publication: Annual

List of Journals Indexed in Index Medicus

Price $1.25

Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Catalog No.: HE20.3612/4:972

Frequency of publication: Annual

Dorland's Illustrated Medical Dictionary

Price: $13.50 (24 ed., 1965) (Deluxe edition $17.00)

Publisher: W. B. Saunders Company
West Washington Square
Philadelphia, Pennsylvania 19105

Stedman's Medical Dictionary

Price: $18.50 (1972) 22d ed.

Publisher: Williams & Wilkins Company
428 East Preston Street
Baltimore, Maryland 21202

Illustrated Dictionary of Eponymic Syndromes

Author: Stanley Jablonski

Price: $12.75 (1969)

Publisher: W. B. Saunders Company
West Washington Square
Philadelphia, Pennsylvania 19105

National Library of Medicine Current Catalog

1965-70 Cumulation	HE 20.3609/3:965-70	$71.75
1971 Annual	HE 20.3609/3:971	$16.50
1973 Quarterly	HE 20/3609/2:	$23.50
1973 Monthly	HE 20.3609:	$13.50

For sale by: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Current Catalog Proof Sheets

Price: January 1 to December 31, 1973 $35.00

Publisher: Medical Library Association
Suite 2023
919 N. Michigan Avenue
Chicago, Illinois 60611

Frequency: Twice a week.

APPENDIX

GLOSSARY OF TERMS

Abstract. A short summary of an article or a reference periodical which gives complete and correct citations to articles in journals and parts of books and includes a short summary of the work cited.

Abstracting Service. Abstracts in a particular field or on a particular subject prepared by an individual or company and supplied either to regular subscribers or on request.

Accession. To record books and other materials added to a library collection in order received.

Accession Date. The date on which a volume is entered in the accession record.

Accession Number. The number given to a volume in the order of acquisition.

Accession Record. A record of volumes added to a library in the order in which they are received.

Acquisition. Any printed item acquired by a library or the process of acquiring such an item.

Added Entry. Any entry of a library holding in the card catalog other than the main entry.

Agent. An individual or firm from whom library materials are secured. Also called a "jobber."

Almanac. A reference book which is an annual publication containing a calendar, astronomical data and other information about the current year in concise form.

Annotation. A note that describes, explains, or evaluates; especially, such a note added to an entry in a bibliography, reading list or catalog.

Annual. A publication issued regularly once a year, as an annual report or proceedings of an organization; or, a yearly publication that reviews events or developments during a year, sometimes limited to a special field.

Atlas. A collection of maps.

Back Issues. Any issue of a periodical or newspaper preceding the current issue.

Bibliography. A list of complete and accurate references. The term is sometimes used to refer exclusively to lists of whole works (such as books) rather than lists of parts of books and journals.

Bindery. A firm that specializes in one or another of the various kinds of bookbinding.

Binding. The process of producing a single volume from leaves, sheets, signatures, or issues of periodicals or of covering such a volume.

Binding or Bindery Record. A temporary or permanent list of periodicals, other serials, and sets of books, sent to a bindery, with data as to title, style of binding, etc.

Blurb. A description and recommendation of a book prepared by the publisher and appearing on the book jacket or separately.

Book. See Monograph.

Book Card. A card placed in a book to be used in charging it to the borrower. Also called Book Slip, Charge Slip and Charging Slip.

Book Pocket. A pocket of stiff paper, an envelope, or a slip of paper pasted on the inside of a book cover to hold a Book Card. Also called Card Pocket.

Book Selection. The process of choosing books for library collections.

Book Trade Journal. A periodical issued by publisher or booksellers, individually or collectively, calling attention to books published or for sale, and sometimes including information about book production and distribution and a current record of new books.

Book Truck. A small vehicle on wheels provided with two or three shelves, used for transporting books within a building.

Bulletin. A publication issued at regular intervals by a government department, a society or an institution, usually numbered.

Call Number. The letter and number combination assigned to a book to indicate its location on the shelves.

Card Catalog. A catalog in which entries for the library materials are on separate cards arranged in a definite order in drawers.

Catalog. A list of books, maps, etc., arranged according to some definite plan. It records, describes and indexes the resources of a collection, a library, or a group of libraries.

Catalog Card. A card filed in the card catalog which describes a unique item in the library collection.

Cataloging. Everything connected with organizing and maintaining a catalog.

Catchword Index. An index with entries under a significant word or phrase.

Catchword Title. A partial title consisting of some striking word or phrase likely to be remembered by an inquirer.

Charge. A record of the loan of library material to a borrower.

Charge Card. A card placed in a book and used to record the loan of the book.

Circulation. 1. The activity of a library in lending books to borrowers and keeping record of the loans. 2. Total number of volumes, including pamphlets and periodicals loaned during a given period.

Circulation Record. A record of materials borrowed that shows by whom they have been borrowed and when they are due.

Classification. An organized system for the arrangement of library materials according to subject or form.

Classification Code. A formulation of principles and rules by which consistency may be maintained by the classifier in assigning books to their appropriate places in a system of classification.

Classification System. A particular scheme of classification, such as Dewey Decimal or Library of Congress.

Classified Index. An index in which topics are grouped under broad subjects of which they form a part.

Collate. To check all the parts of a book, journal, etc., in order to see that the material is complete, in good condition and that all parts appear in their correct order.

Continuous Pagination. The numeration, in one continuous series, of the pages of two or more parts or volumes.

Cooperating Library. A library that joins another library or group of libraries in some common plan, such as limitation of its collection and service to a particular field, or contribution of cards to a union catalog.

Copyright. The exclusive privilege of publishing and selling a work granted by a government to an author.

Copyright Date. The date of copyright given in a book, generally printed on the back of the title page.

Cumulated Volume. The volume of a cumulative index or bibliography at the end of a year or some other specified period, which combines entries from earlier issues of the period.

Cumulative Index. An index in periodical form that at stated intervals combines new items and items in one or more earlier issues to form a new unified list; or, an index to any periodical that combines new entries with those of an earlier index.

Date Due. The last day on which a book loaned by a library may be returned without a penalty.

Date of Issue. The day on which a book is charged to a borrower.

Date Record. A record of books loaned, arranged by date of issue or date due.

Dater. A stamp which marks the date.

Dictionary. A reference book containing the words of a language or the terms of a subject; arranged in some order, alphabetical usually.

Dictionary Catalog. A catalog, usually on cards, in which all the entries (author, title, subject, series, etc.) and their related references are arranged together in one general alphabet.

Directory. A reference book that directs one to a particular person or organization. It is systematically arranged in an alphabetic or classified order, giving addresses, affiliation of individuals, officers of organizations, etc.

Discard. A book officially withdrawn from a library collection because it is unfit for further use or is no longer needed.

Discharging. Canceling the loan record of a book when the book is returned to the library.

Discontinue Notice. A form used to inform a publisher that a serial received as a gift is no longer desired.

Divided Catalog. A card catalog which is divided into two or more units such as author/title and subject.

Drug List. A reference book which may be called a pharmacopoeia, dispensatory, formulary or drug list; which gives a list of drugs and brief information about them.

Duplicate. An additional copy of a book or journal already in a library especially a copy to be disposed of by exchange or in some other way.

Editor. One who prepares for publication a work or collection

of works or articles not his own.

Encyclopedia, Compendia, Systems. A reference book or set of reference books which are a summary of all knowledge in a particular field up to a given time. They are usually arranged in alphabetical order by subject.

Entry. A record of a book in a catalog or list.

Ephemera. Material of only temporary interest or value.

Errata. A list of typographical errors occurring in a book or journal, with corrections. Also known as Corrigenda.

Exchange. An arrangement by which a periodical is published (weekly, monthly, annually, biennially, etc.).

Gazeteer. A dictionary of geographical names.

Handbook. A reference book which treats concisely the essential details of a subject. Also called a manual.

Imprint. Name of publisher, place of publication and date of publication.

Index. Alphabetical list of items treated in a printed work that gives with each item the page number where it may be found.

Indexes. Some indexes are separately issued reference periodicals which list complete and correct citations to journal articles and sometimes to books or parts of books. Other indexes are published within a book or journal as the index to only that one work.

Indexing Service. Indexes, frequently cumulative, for particular subjects or for certain types of publications, supplied by an agency regularly through subscription or in response to special requests.

Interests Record. A record indicating the work interests of individuals among a library's clientele, as a guide to the library staff for abstracting, routing, selection, etc. Also called a Subject Profile.

Interlibrary Loan. A cooperative arrangement among libraries by which one library may borrow material from another library, with or without charge, depending on the previously made agreement.

Inventory. A checking of the book collection of a library with the shelf list or author section of the catalog to discover books missing from the shelves. The inventory is usually annual.

Joint Author. A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the others.

Journal. Any publication which comes out at regular intervals and is meant to be continued indefinitely. Other names for journal are Magazine, Periodical, and Serial.

List Price. The price for a book or journal listed in a publisher's catalog.

Location of a Reference. To locate a reference means to find out what library owns the item which is to be requested on interlibrary loan.

Main Entry. A full catalog entry, usually the author entry, giving all the information necessary to the complete identification of a work.

Manual. A book of rules for guidance.

Monograph. Usually a single published unit containing chapters, usually written by one or a small group of authors and on a single topic.

Monographic Series. A series of monographic works issued in uniform style under collective title by an academy, an association, a learned society or an institution. The monographs may or may not be bibliographically independent, but are usually related in subject or interest.

Monthly. A periodical issued once a month, with the possible omission of certain designated months, usually during the summer.

Number. A single numbered or dated issue of a journal or a series.

Out of Print. Not obtainable through the regular market, since the publisher's stock is exhausted.

Out of Stock. Not available from the publisher until his stock is replenished.

Overdue Book. A book not returned to the library on time by a borrower.

Overdue Notice. A card, letter or call to a borrower who has failed to return on time the material charged him.

P Slip. A piece of paper approximately 3" by 5", so called because it is the same size as the former small-sized U. S. postal cards, used in the library for note taking and just about everything else.

Pagination. The consecutive numbering of the pages of a journal or book.

Pamphlet. A publication, either independent or part of a numbered series, of less than 100 pages stitched together, but not bound; usually enclosed in a paper cover.

Pamphlet File or Box. An open or closed box for holding a number of pamphlets.

Printer. The person or firm by whom a book or journal is printed, as distinguished from the publisher by whom it is issued and the bookseller by whom it is sold.

Publisher. The person or firm or corporate body undertaking the responsibility for the issue of a book or other printed materials to the public.

Ready Reference. Rapid consultation of the most accessible material to find information.

Recall. A request by a library for the return of borrowed material when another patron needs it.

Reference Book. A book designed by its arrangement and treatment to be consulted for definite items of information rather than to be read from cover to cover.

Reference Collection. A collection of books and other materials in a library useful for supplying information, kept together for convenience and generally not allowed to circulate.

Regional Union Catalog. A union catalog of libraries and collections in a particular geographical area.

Reprint. A new printing, without material alteration as distinguished from copies made by typing or photoduplication. Also refers to a copy of a journal article acquired from the author or publisher.

Review Article. An article which attempts to synthesize the current information and published literature on a subject. The time coverage is usually limited to a specified number of years.

Review Journal. A journal which includes only review articles.

Routing. The systematic circulation of new material among patrons in accordance with their work interests or fields of specialization.

Routing Slip. A form attached by the librarian to a publication which is to be sent to one or more persons, generally with spaces for names and dates.

Scan. To examine materials and evaluate the usefulness of the information it contains to the activities or interests of the library's patrons.

Search Procedure. The plan of search through library resources for specific information.

Search Record. A record which shows the publication, individuals and organizations so consulted in an extended search for information.

Serial. See Journal.

Series. A number of separate works, usually related to one another in subject or otherwise, issued in succession, normally by the same publisher and in uniform style, with a collective title which generally appears at the head of the title page or on the cover.

Service Basis. A method of scaling prices for a publication, determined by such criteria as library's total income, book fund, circulation, and potential value of the publication to a subscriber; for periodical indexes, based on number of indexed periodicals in a library.

Source of Reference. Source of reference is the place where the patron found the printed reference to the item he wants to read. The source of reference is usually in the list of references at the end of a periodical article or at the end of a chapter in a book.

Stacks. A permanent self-supporting structure of iron or steel bookcases and independent of the walls of the structure.

Standing Order. An order placed with an agent or publisher to supply until further notice future numbers of a journal, yearbook, etc.

Subject Heading. A word or group of words indicating a subject under which all material dealing with the same theme is entered in a catalog or a bibliography, or is arranged in a file.

Table of Contents. A list of preliminary sections, chapter titles and other parts of a book, or of articles published in a periodical with references to the pages on which they begin.

Title Page. A page at beginning of a book or work, bearing its full title and usually the author or editorial name and the imprint.

Tracing. Record on the main entry card of all additional headings under which the work is listed in the catalog.

Union Catalog. An author or a subject catalog of all the books, or a selection of the books, in a group of libraries.

Union List. A complete record of the holdings for a given group of libraries.

Verification of a Reference. To verify means to find the complete and accurate reference in a reputable index, abstract or bibliography. See the reference section of this manual for a list of the elements of a complete reference.

Vertical File. A case of drawers in which material may be filed vertically; the collection of pamphlets,

clippings, etc. stored in such a file.

Want List. A file recording material which the library wishes to obtain either when money becomes available or through exchange.

Weeding. The practice of discarding or storing superfluous copies, rarely used materials and materials no longer of any use.

Yearbook. An annual volume of current information in descriptive and/or statistical form.

-From 1st edition,
Manual for Hospital Libraries

Appendix II

Hints for Index Medicus Users

HINTS FOR INDEX MEDICUS USERS

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Penetrating wounds of the heart. Sugg WL, et a
Texas Med 64:81-3, Mar 68

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DRUG EFFECTS

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
National Institutes of Health

HINTS FOR INDEX MEDICUS USERS

MEDLARS indexes biomedical literature for publication in INDEX MEDICUS and for computer storage and retrieval. All aspects of an article are indexed completely by our literature analysts who assign to an article as many subject headings as the content requires. The analyst must designate, however, under which subject headings the citation will be published in INDEX MEDICUS and under which headings the citation will be stored in the computer only. To do this he follows many rules to help him make the judgment.

Although <u>all</u> the rules he follows cannot be outlined here, we can give the reader some very general principles to follow in using the published issues of the monthly or yearly INDEX MEDICUS. By perusing the admonitions below, the user will soon learn what to expect to find in INDEX MEDICUS and what he will not expect to find; where he will expect to find it and where he will not.

1. Look for a subject only in terms of those words listed in the alphabetical vocabulary published with the January issue of each INDEX MEDICUS subscription. This list of terms is called MEDICAL SUBJECT HEADINGS (MeSH).

> An article on dizziness cannot be found under Dizziness since this term does not appear in MeSH. The user must try a synonym, here, VERTIGO.

2. Look for a subject where MeSH directs the user in the form of a cross-reference.

> An article on bacteremia will be found under SEPTICEMIA for MeSH tells the user, "BACTEREMIA see SEPTICEMIA."

3. Look for terms related to that which you are seeking by examining the categorized lists of terms also published with each January issue of INDEX MEDICUS. The symbol in parentheses after the term in the alphabetical list sends you to the category in which you will find many related terms.

Index Auxiliary Notes
Index Section
Bibliographic Services Division
National Library of Medicine

An article on liver diseases will be found under LIVER DISEASES (C4) but in C4 the user will find a categorization of ALL liver diseases available in INDEX MEDICUS, beyond the term LIVER DISEASES: ACUTE YELLOW ATROPHY; FATTY LIVER; HEPATITIS; HEPATITIS, INFECTIOUS; LIVER ABCESS; LIVER CIRRHOSIS; etc.

4. Look for a subject containing a compound concept in an alternate place if you do not find it in the first place: arbitrarily, some terms are direct, some are inverted.

An article on cutaneous tuberculosis is not found under CUTANEOUS TUBERCULOSIS, but under TUBERCULOSIS, CUTANEOUS. Vinyl ether is under VINYL ETHER, not under ETHER, VINYL. For various internal technical or medical reasons, many such decisions for direct or inverted form can only be arbitrary. The user is asked to patiently try both ways.

5. Subjects are divided into more specific breakdowns by subheadings (see the list in MeSH). Look for specific aspects of subjects under the subject as divided by its subheadings: do not look under a heading which is an exact duplicate of the subheading.

An article on the radiography of the pancreas is found under PANCREAS *radiography, not under RADIOGRAPHY. An article on the metabolism of glucose is found under GLUCOSE *metabolism, not under METABOLISM. An article on penicillin in the blood is found under PENICILLIN *blood, not under BLOOD. An article on urinalysis in gout is found under GOUT *urine, not under URINE.

6. Look for the most specific term.

An article on leishmaniasis is found under LEISHMANIASIS, not under TROPICAL MEDICINE. An article on penicillin is found under PENICILLIN, not under ANTIBIOTICS.

7. Look for organs, diseases and physiological processes in persons of various ages under the organ, the disease or the physiological process„ not under the age group.

An article on gout in infants is found under GOUT, not under INFANT. An article on hand injuries in the aged is under HAND INJURIES, not under AGED.

8. Look for research in various laboratory animals under the subject of the research, not under the laboratory animal.

An article on arthritis induced in rats is found under ARTHRITIS, not under RATS.

9. Look for various technics applied to specific research under the specific disease, substance, etc., not under the technic, unless the technic is the point of the study.

An article on gamma globulin in syphilis studied electrophoretically is found under GAMMA GLOBULIN *analysis and SYPHILIS *immunology, not under ELECTROPHORESIS nor BLOOD PROTEIN ELECTROPHORESIS. But an article on the chromatography of amino acids is found under AMINO ACIDS *analysis and also under CHROMATOGRAPHY.

10. Look for diseases of various organs under the organ/disease term. If an organ/disease term is not in MeSH, then look under the organ.

An article on intestinal diseases is found under INTESTINAL DISEASES, not under INTESTINES. An article on jejunal diseases is sought under JEJUNAL DISEASES but since this term does not exist in MeSH, it is found under JEJUNUM and not under INTESTINAL DISEASES (since this is more general).

11. Look for diseases caused by various organisms under the organism/infection term. If an organism/infection term is not in MeSH, then look under the organism.

An article on E. coli infection is found under ESCHERICHIA COLI INFECTIONS, not under ESCHERICHIA COLI. An article on Bordetella infection is sought under BORDETELLA INFECTIONS but since this term does not exist in MeSH, it is found under BORDETELLA.

12. Look under -ology or -iatrics terms only for articles on the field or speciality or the -ologist or -iatrist: articles on diseases, organs or patients will not be found here.

> An article on dermatological therapy is found under SKIN DISEASES *therapy, not under DERMATOLOGY. Articles on dermatology, the field of dermatology or the dermatologist are under DERMATOLOGY.

13. Look for general pathological processes of various organs under the organ or the disease term, not under the general pathological process (necrosis, gangrene, inflammation, fracture, hypertrophy, atrophy, hyperplasia, etc.).

> An article on necrosis of the pancreas is found under PANCREATIC DISEASES, not under NECROSIS.

APPENDIX III

MEDLINE Request Forms

NIH 1949
5 72

MEDLINE SEARCH REQUEST

FORM APPROVED
O M B No 67-R1

This form should only be used when you cannot visit a MEDLINE center.

Name of Requester

Organization, Street Address, City, State & Zip

Occupation of Requester

MEDLINE USE ONLY

MEDLINE Analyst

Date

Telephone No.

Purpose of Search

- ☐ Patient Care
- ☐ Research
- ☐ Teaching
- ☐ Paper/Book
- ☐ Other (Specify)

DETAILED STATEMENT OF REQUIREMENTS (Describe subject matter for which search is to be conducted. Be specific. Define terms that have special meaning in your request. State points NOT to be included.)

Please list any known relevant citations.

INDICATE PREFERENCE

- ☐ Few, very relevant articles
- ☐ Comprehensive search with possibility of peripheral material

NIH-1949
5-72

MEDLINE SEARCH REQUEST

FORM APPROVED
O.M.B. 68-R1101

This form should only be used when you cannot visit a MEDLINE center.

Name of Requester

Organization, Street Address, City, State & Zip

Occupation of Requester

MEDLINE USE ONLY

MEDLINE Analyst

Date

Telephone No.

Purpose of Search

- ☐ Patient Care
- ☐ Research
- ☐ Teaching
- ☐ Paper/Book
- ☐ Other (Specify)

DETAILED STATEMENT OF REQUIREMENTS (Describe subject matter for which search is to be conducted. Be specific. Define terms that have special meaning in your request. State points NOT to be included.)

Please list any known relevant citations.

INDICATE PREFERENCE

- ☐ Few, very relevant articles.
- ☐ Comprehensive search with possibility of peripheral material.